



Electronic Disclosure System (EDS) for Registered Third Parties

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

VERSION 5: APRIL 2025

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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for registered third parties (or third parties intending to register) for a state government election who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2024 (the Regulation).

Users who are only donating to political parties or candidates or who do not intend on spending more than \$6,000 in electoral expenditure for an election should refer to the [EDS User Guide - Donors & Unregistered Third Parties](https://ecq.qld.gov.au/factsheets) (found at ecq.qld.gov.au/factsheets) for more relevant information.

1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Registered third parties are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at www.legislation.qld.gov.au.

1.3 Contacting the ECQ

Please contact the ECQ's Funding and Disclosure Unit for general enquiries and assistance. Our details are set out below:

Postal address:	GPO Box 1393 BRISBANE QLD 4001
Office location:	Level 20, 1 Eagle Street, Brisbane, Queensland
Telephone:	1300 881 665
Email:	fad@ecq.qld.gov.au
Website:	www.ecq.qld.gov.au

2. Glossary

Please see below for key terms used throughout this user guide and their definitions.

Capped Expenditure Period

For a state general election, the capped expenditure period generally starts on the next business day after the last Saturday in March that is prior to the election day for the general election; and ends at 6pm on election day for the election.

For the 2024 Queensland state general election, the capped expenditure period began on 2 April 2024 and ends at 6pm on 26 October 2024.


For a by-election, the capped expenditure period begins the day the writ for the election is issued and ends at 6pm on election day.

Refer to state [Fact sheet 24 – Expenditure caps for third parties](https://ecq.qld.gov.au/factsheets) (found at ecq.qld.gov.au/factsheets) for more information on how electoral expenditure caps apply to third parties.

Electoral Expenditure

Electoral expenditure includes any of the following costs relating to a campaign purpose:

- costs of designing, producing, printing, broadcasting or publishing any kind of material for an election including (but not limited to):
 - advertisements broadcast at a cinema, on radio or television or on the internet
 - direct marketing through the post office or email
 - flyers, billboards, brochures, signs or how-to-vote cards
- distribution costs for election material such as the cost of postage, couriers or sending SMS messages
- costs of opinion polling or research
- fees for contracted services related to an activity mentioned above (e.g., payments for experts or consultants, the provision of data, etc).



Please refer to state government [Fact sheet 7 – Definition of electoral expenditure](#) (found at ecq.qld.gov.au/factsheets) for more details.

Expenditure for a Political Purpose

Expenditure incurred for a political purpose includes:

- electoral expenditure
- a gift made to or for the benefit of a political party or candidate in a state election
- a gift made to or for the benefit of another person to enable that person to use all or part of the gift for a purpose mentioned above.

Gift

A gift is defined as the disposition of property, or provision of a service, by a person to another person for no payment or inadequate payment.

Gifts include:

- electoral expenditure gifted to a participant in an election
- uncharged interest or an amount forgiven on a loan
- the part of a fundraising contribution that exceeds \$200
- an amount given to a third party or another donor to enable them to make a gift in support of a candidate or a registered political party.

Gifts do not include:

- property provided under a will
- fundraising contributions of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200
- an amount transferred to an individual from funds held jointly by that individual and their spouse
- volunteer labour or incidental use of a volunteer's vehicle or equipment.

Refer to state Fact sheet 5 – Definition of gifts, loans and political donations (found at ecq.qld.gov.au/factsheets) for more information about gifts.



Gifted Electoral Expenditure

You are taken to have incurred **gifted electoral expenditure** if:

- a person *other than* a candidate, registered political party or registered third party incurred electoral expenditure and:
 - the expenditure benefited you; and
 - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
 - you did not receive an invoice or pay for the expenditure within 7 days of any of the above; or
- a candidate, registered political party or registered third party incurred electoral expenditure and:
 - the expenditure benefited you; and
 - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
 - you received an invoice for payment of the expenditure.

Refer to state [Fact sheet 34 – Gifted electoral expenditure](https://ecq.qld.gov.au/factsheets) (found at ecq.qld.gov.au/factsheets) for more information about gifted electoral expenditure.

Loan

A loan is when a person or entity lends money to a candidate by:

- advancing money
- providing credit or another form of financial accommodation
- paying on behalf of the candidate with an obligation for them to repay the amount
- making another transaction that is in effect a loan of money.

Note:

- Money received from financial institutions or by use of a credit card are not considered a loan.
- A loan is considered a gift when it is made for no consideration or inadequate consideration.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](#)) for more information about loans.

Political donation

A political donation is any gift or non-commercial loan given to a registered political party or candidate that is accompanied by a donor statement.

A donor statement is a written document which must:

- be completed by the donor of the gift or loan
- name the election participant given the gift or loan
- state the gift or loan is intended to be used for an electoral purpose
- detail the relevant particulars of the donor of the gift or loan
- be given to the recipient with the gift or loan within 14 days after the gift or loan is made.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) and [Fact sheet 6 – Political donation caps](#) (both found at [ecq.qld.gov.au/factsheets](#)) for more details.

Third Party

A third party is an individual or an entity who participates in Queensland state general elections and by-elections, other than a registered political party, an associated entity or a candidate. Donors are considered third parties.

A third party must register with the ECQ if they spend, or someone they authorise spends, cumulatively more than \$6,000 in electoral expenditure during the capped expenditure period for an election.

Refer to state [Fact sheet 19 – Funding and disclosure overview for third parties](#) for more information about third parties.

Further information about key terms and definitions can be found in the [Electoral Act 1992](#) and [Electoral Regulation 2024](#).

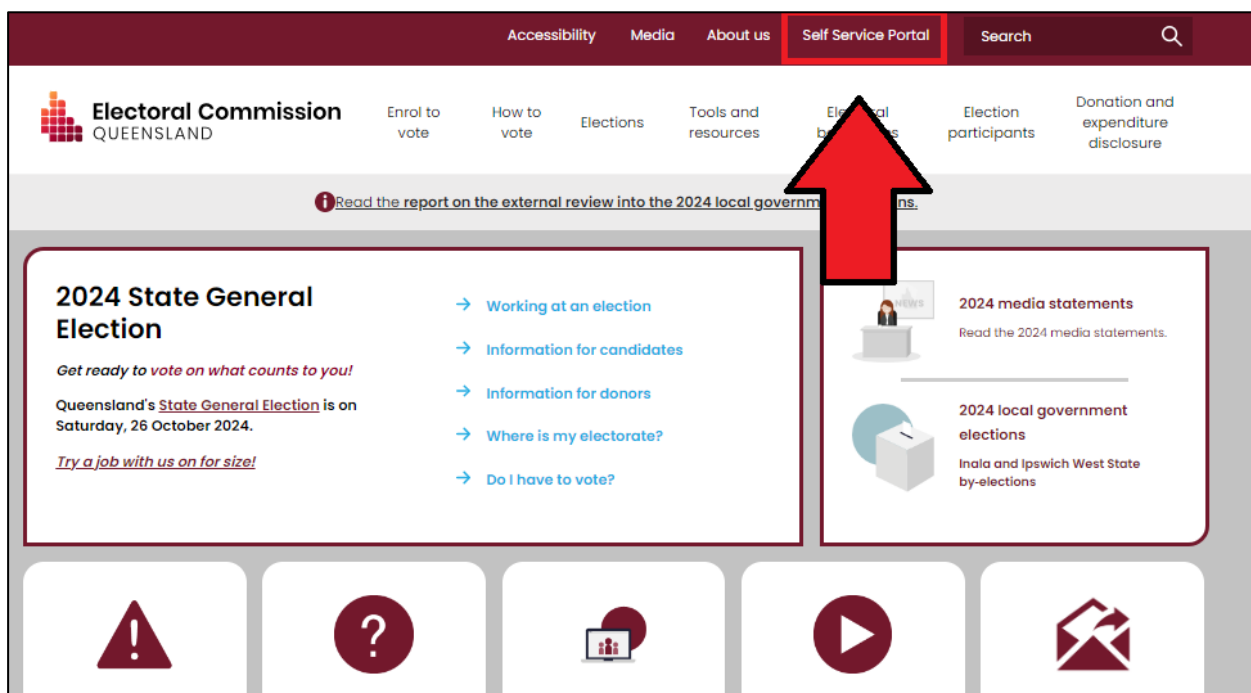
3. Accessing the Self Service Portal

A person who needs to register a third party, provide state campaign account details or lodge returns in the Electronic Disclosure System (EDS) will first need to access and set up a profile in the ECQ's Self Service Portal (SSP).

Please use the following instructions to create an account.

Note: If you already have an SSP account, you can skip to [section 4 of this user guide](#).

1. Visit the ECQ's website at www.ecq.qld.gov.au and select the **Self Service Portal** button at the top of the page.



- Alternatively, you can access the SSP directly at selfserv.elections.qld.gov.au.

2. Click the **Login or Register** button at the bottom of the screen.

Electoral Commission Queensland
SELF SERVICE PORTAL

[About us](#)

Welcome to the Electoral Commission of Queensland's Self Service Portal

The Self Service Portal allows:

- citizens to apply to work at an upcoming election
- citizens to complete a candidate nomination
- citizens to disclose gifts and donations
- citizens to register as a third party

We use digital identity authentication to keep your account and personal information secure

Queensland Government Digital ID Exchange is the Queensland Government's preferred secure website for storing personal information. It lets you access multiple services with a single login.

Simply click the Login or Register button below and you'll be taken to the authentication website.

Login or Register

If you do not have an existing digital identity, you will need to register with one of the approved providers before you can access the Self Service Portal.

3. Click to **Continue with QDI**.

Queensland Government | **Digital ID Exchange**

Please note: Your QGov account will soon be replaced with a Queensland Digital Identity (QDI).
Visit the [QGov-QDI transition](#) webpage to learn more.

Login to continue

To continue with this service online you must login with your [digital identity](#).

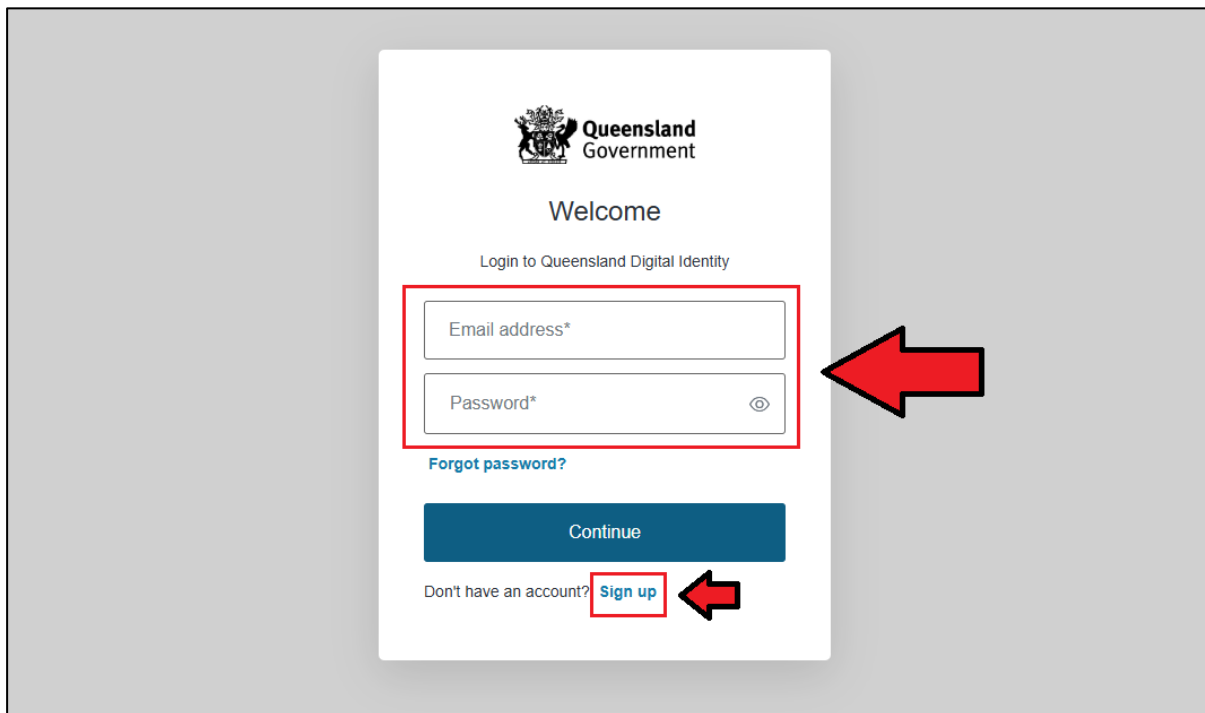
Continue with QDI (formerly known as QGOV)

Not sure which option to use? [Find out more about digital identity](#).

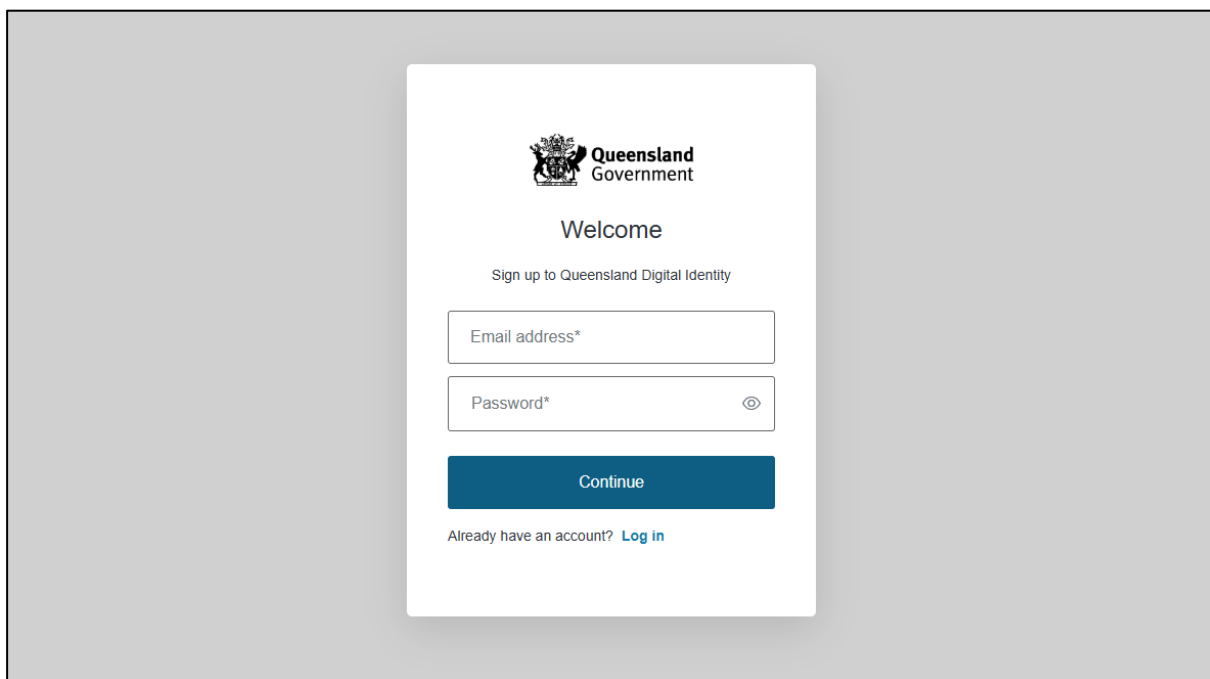
You can use any of these digital identity options to access this service.

4. If you already have a Queensland Digital Identity (QDI) account, enter your email and password and click **Continue**. Then skip to [step 12](#).

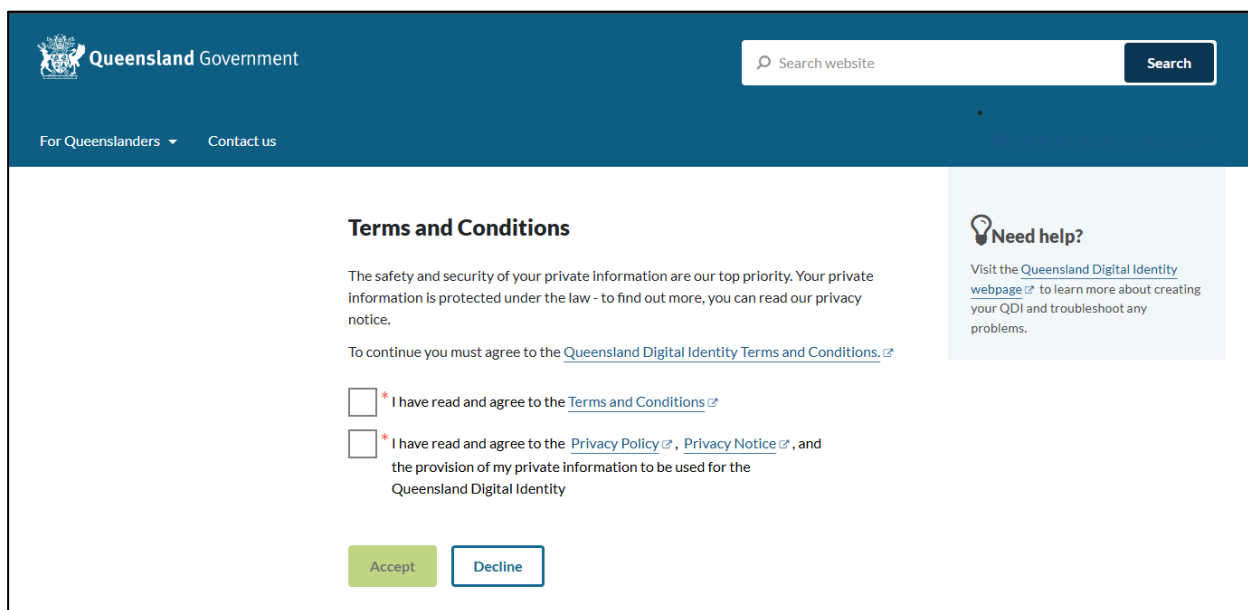
If you do not have a QDI account, click **Sign up**.



5. Enter an email address and password, then click **Continue**.

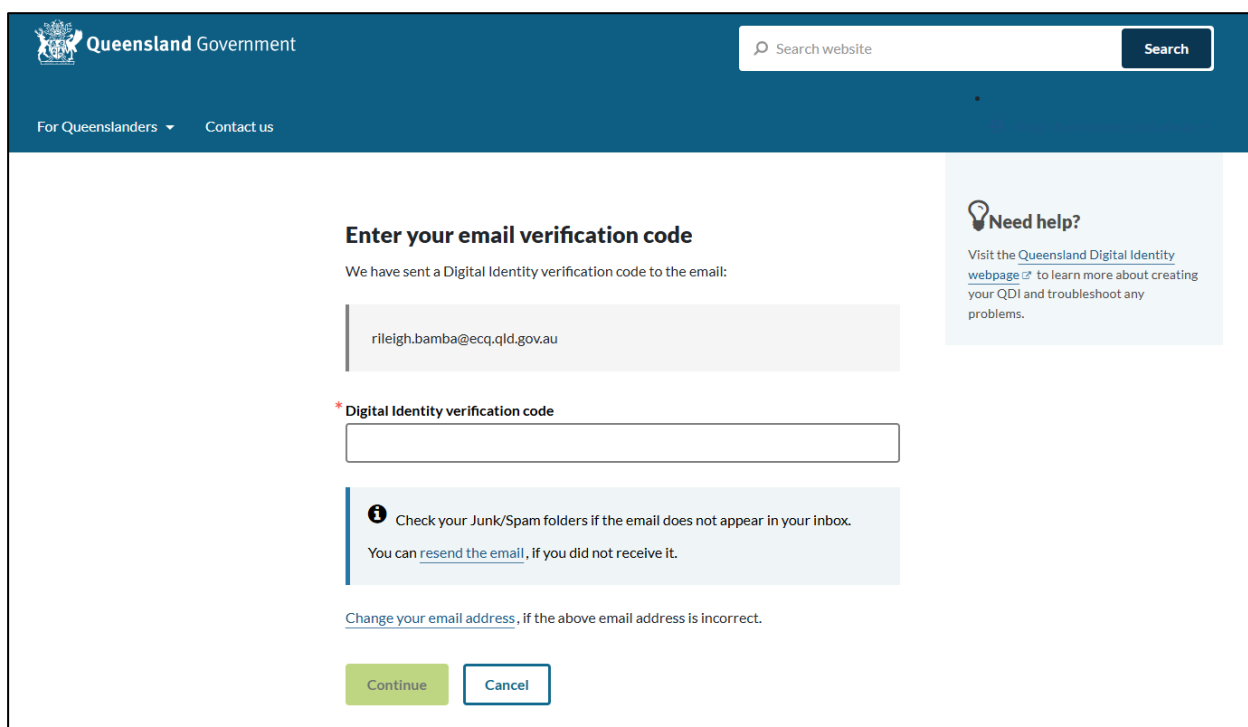


6. Select the tick boxes agreeing to the terms and conditions, then click **Accept**.



The screenshot shows the 'Terms and Conditions' page of the Queensland Government. The header includes the Queensland Government logo, a search bar, and links for 'For Queenslanders' and 'Contact us'. The main content area is titled 'Terms and Conditions' and explains the importance of private information security. It states that users must agree to the 'Queensland Digital Identity Terms and Conditions'. There are two checkboxes for agreement: the first is for the Terms and Conditions, and the second is for the Privacy Policy and Privacy Notice. Below the checkboxes are 'Accept' and 'Decline' buttons. A 'Need help?' sidebar on the right provides a link to the Queensland Digital Identity webpage for more information and troubleshooting.

7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

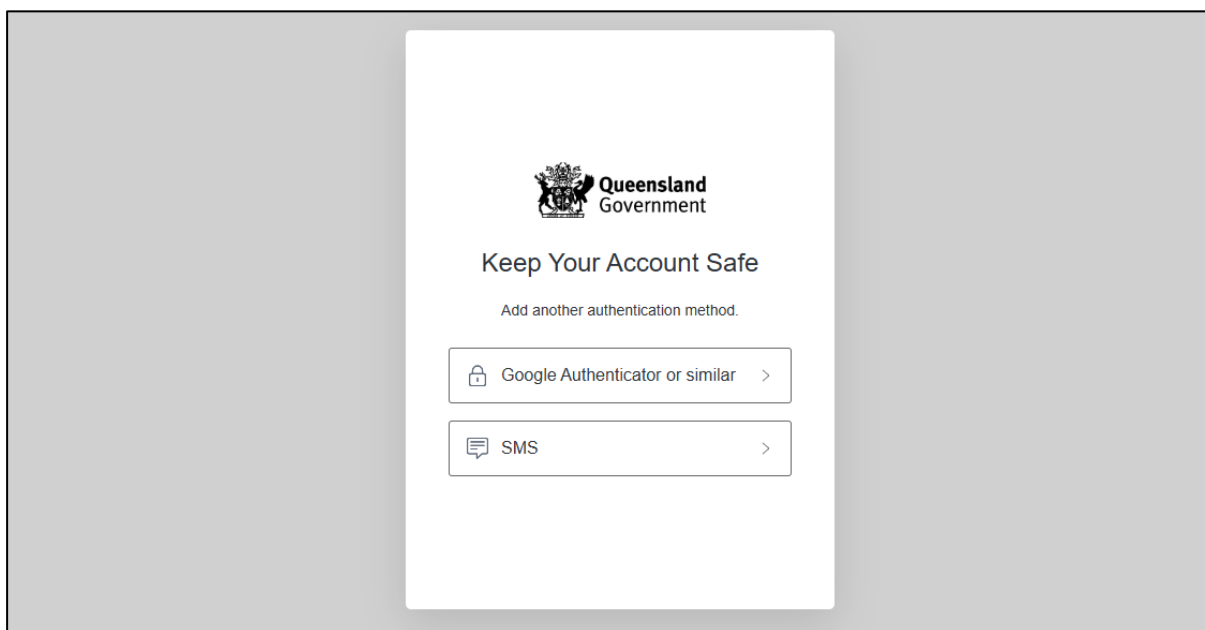


The screenshot shows the 'Enter your email verification code' page of the Queensland Government. The header is identical to the previous page. The main content area is titled 'Enter your email verification code' and states that a verification code has been sent to the email 'rleigh.bamba@ecq.qld.gov.au'. There is a text input field for the 'Digital Identity verification code'. Below the input field is an information box with a lightbulb icon, advising users to check their Junk/Spam folders if the email does not appear in their inbox and to provide a link to 'resend the email'. At the bottom, there is a link to 'Change your email address' and 'Continue' and 'Cancel' buttons. A 'Need help?' sidebar on the right is also present.

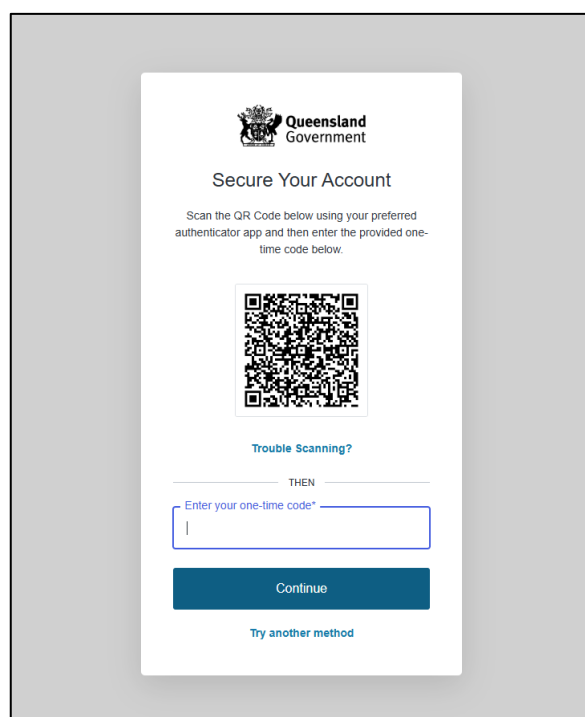
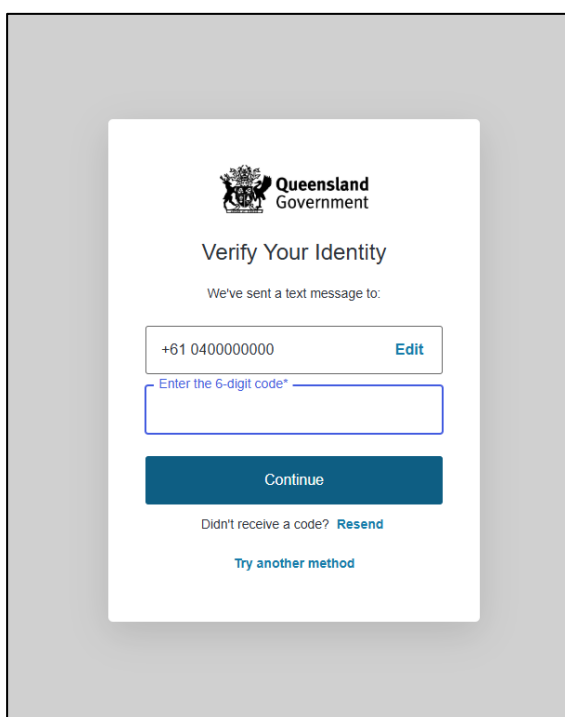
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

8. Choose an **authentication method** to secure your account.

You can either choose to receive a verification code by SMS or by using an authenticator application, such as Google Authenticator.

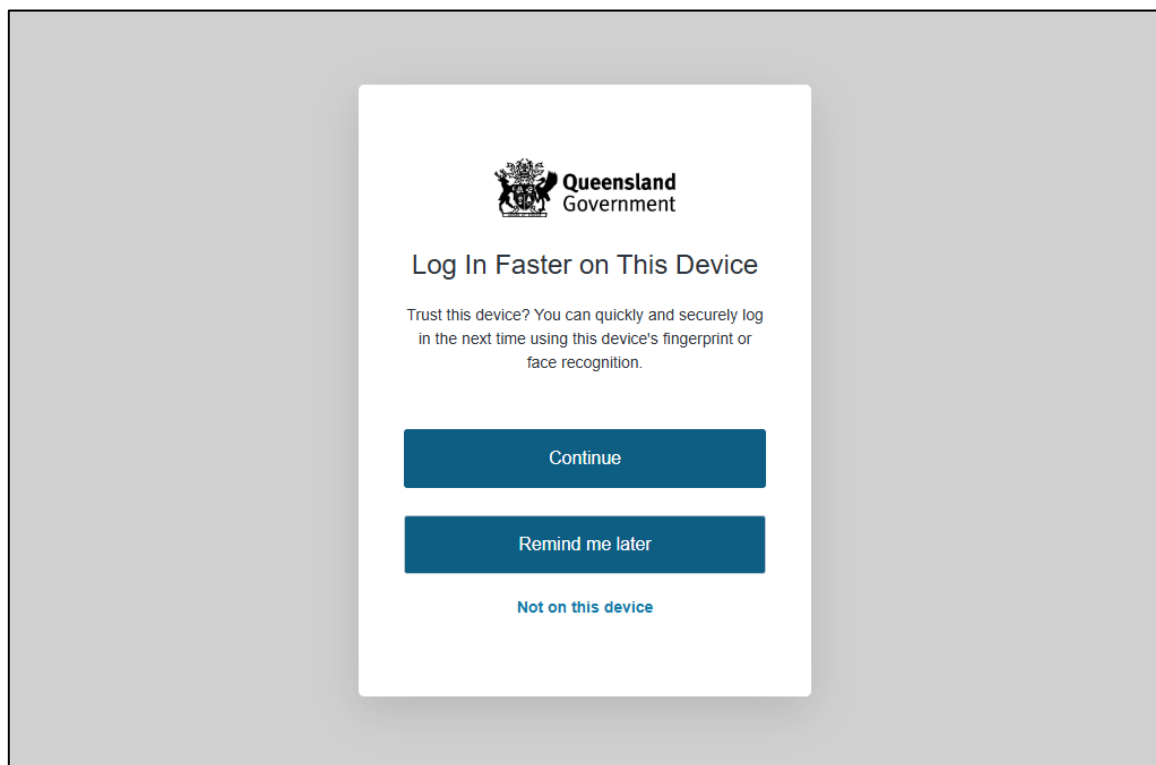


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

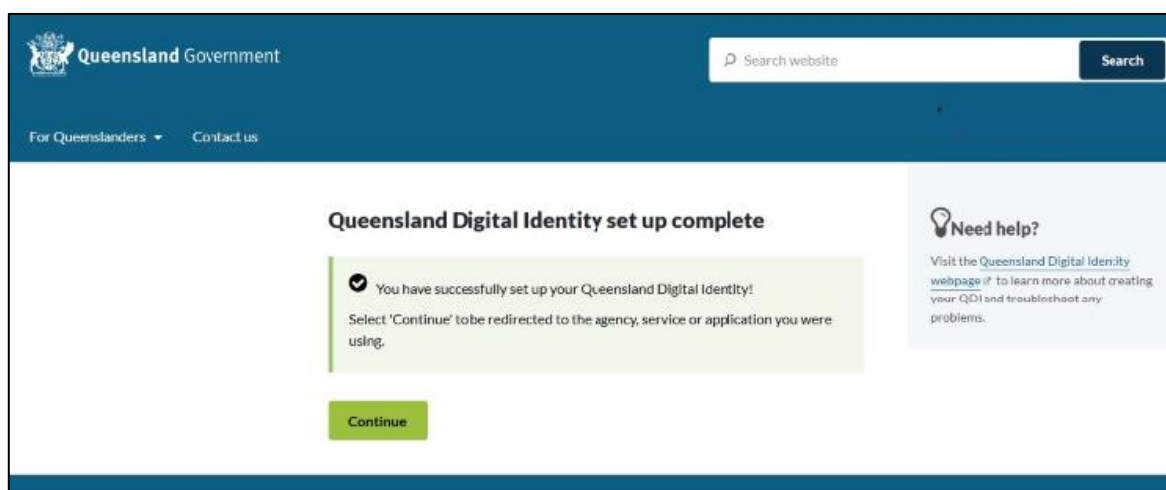


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

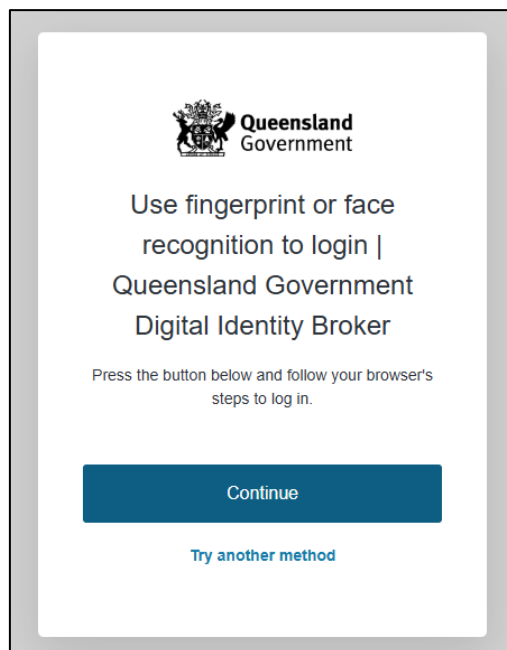
If you are not on a trusted device, click **Not on this device**.



11. After successfully setting up your account, click **Continue**.

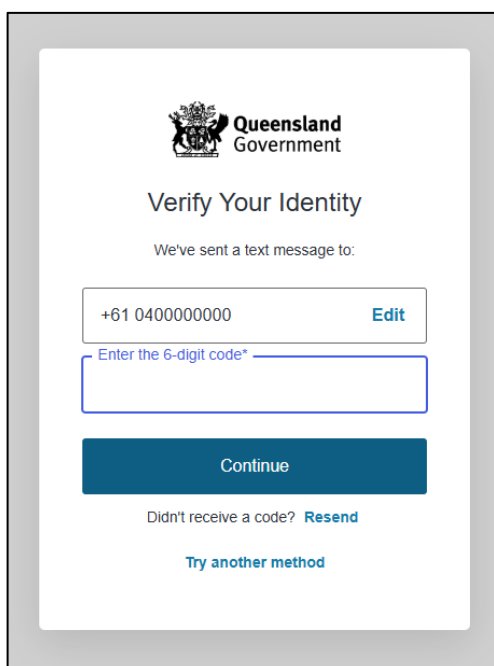


12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.

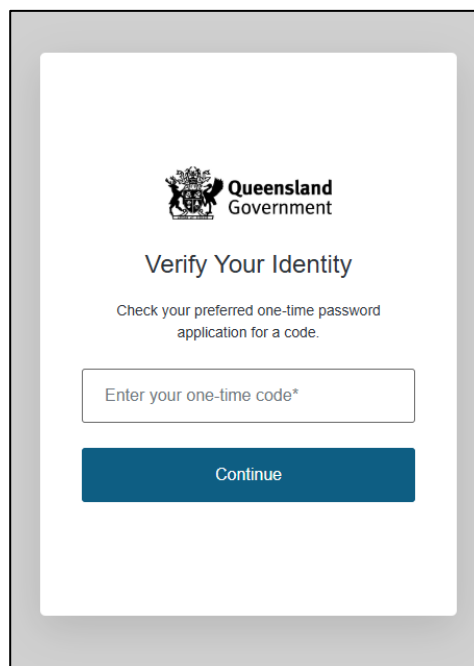


The screenshot shows a login screen for the Queensland Government Digital Identity Broker. At the top is the Queensland Government crest and logo. Below it, the text reads: "Use fingerprint or face recognition to login | Queensland Government Digital Identity Broker". A smaller line of text says: "Press the button below and follow your browser's steps to log in." There is a large blue button labeled "Continue" and a link below it that says "Try another method".

Otherwise, retrieve the 6-digit code from your mobile device or authenticator app to verify your identity. Enter the code in the box provided then click **Continue**.

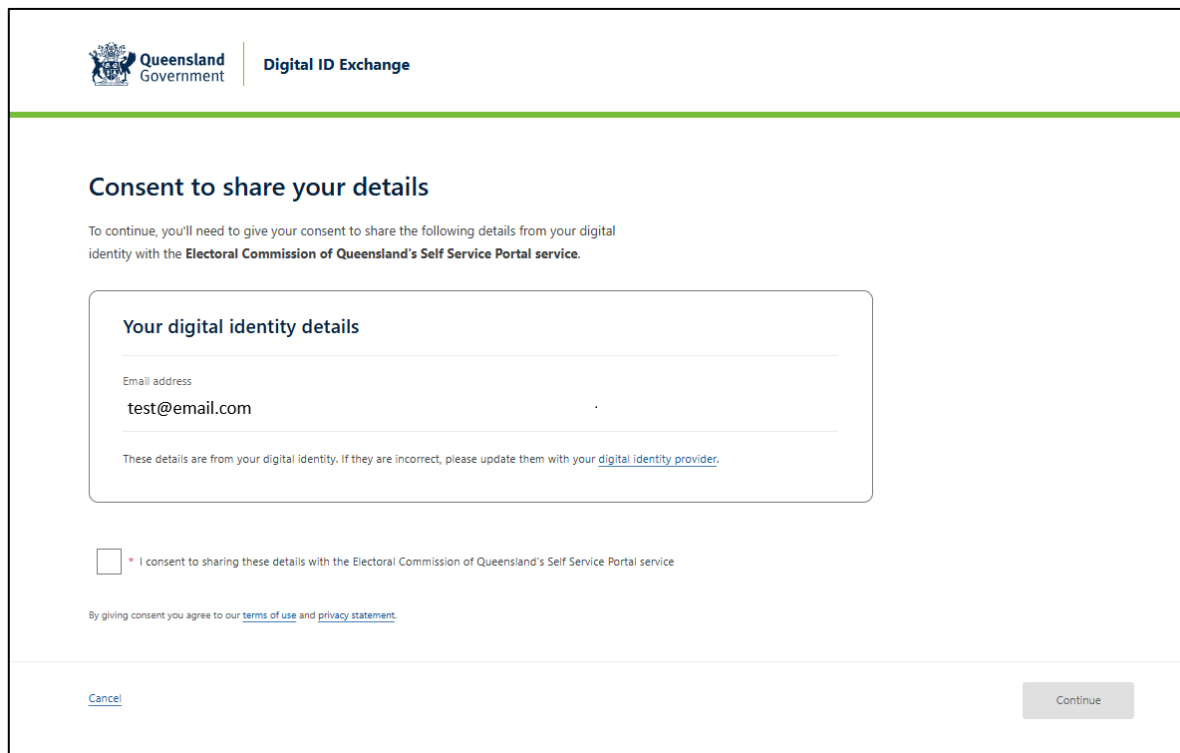


The screenshot shows a "Verify Your Identity" screen. At the top is the Queensland Government crest and logo. Below it, the text reads: "Verify Your Identity". A line of text says: "We've sent a text message to:". Below this is a text input field containing "+61 0400000000" with an "Edit" link to its right. Below the input field is a label "Enter the 6-digit code*" followed by a text input box. At the bottom is a large blue button labeled "Continue". Below the button, it says "Didn't receive a code? Resend" and "Try another method".



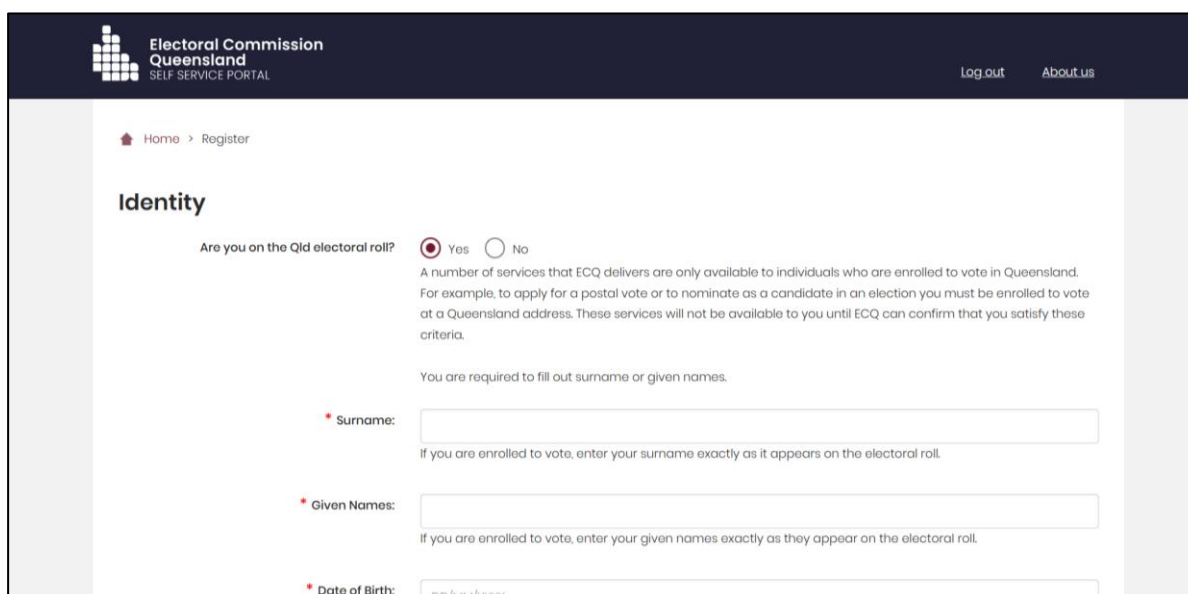
The screenshot shows a "Verify Your Identity" screen. At the top is the Queensland Government crest and logo. Below it, the text reads: "Verify Your Identity". A line of text says: "Check your preferred one-time password application for a code." Below this is a text input field with the label "Enter your one-time code*" inside it. At the bottom is a large blue button labeled "Continue".

13. The first time you access SSP, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.



The screenshot shows the 'Consent to share your details' page of the Queensland Government Digital ID Exchange. At the top, the Queensland Government logo and 'Digital ID Exchange' are displayed. The main heading is 'Consent to share your details'. Below it, a message states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains the email address 'test@email.com' and a note: 'These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).' Below this box is a checkbox with the text '* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom, there is a link to 'terms of use and privacy statement' and two buttons: 'Cancel' and 'Continue'.

14. The first page to appear in SSP will be the **Identity** page. Enter your information into all mandatory fields then select **Search the Roll**.



The screenshot shows the 'Identity' page of the Electoral Commission Queensland Self Service Portal. The header includes the Electoral Commission Queensland logo, 'SELF SERVICE PORTAL', and links for 'Log out' and 'About us'. The breadcrumb trail is 'Home > Register'. The main heading is 'Identity'. Below it, there is a question 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. A paragraph explains that certain services are only available to individuals enrolled to vote in Queensland. Below this, a note states: 'You are required to fill out surname or given names.' There are three mandatory fields: '* Surname:', '* Given Names:', and '* Date of Birth:'. Each field has a text input box. Below the 'Surname' and 'Given Names' fields, there is a note: 'If you are enrolled to vote, enter your surname/given names exactly as they appear on the electoral roll.' The 'Date of Birth' field has a date picker showing 'dd/mm/yyyy'.

Did you get an error message? Here are some possibilities to check:

- Do not enter the street suffix in the Street Name field (no St, Ave, Ln, etc).
- If you receive the error message '*No entry was found on the Queensland electoral roll matching these details,*' please double check that everything has been entered correctly.
- If you continue to receive that error, visit the Australian Electoral Commission's (AEC's) website at check.aec.gov.au to ensure your enrolment details are up to date. You can create your SSP profile using old details, and once the AEC has updated their roll, the ECQ will be automatically notified.
- If you are not on the Queensland electoral roll (maybe you are under 18 or enrolled in another state), please select **No** for the question *Are you on the Qld electoral roll.*

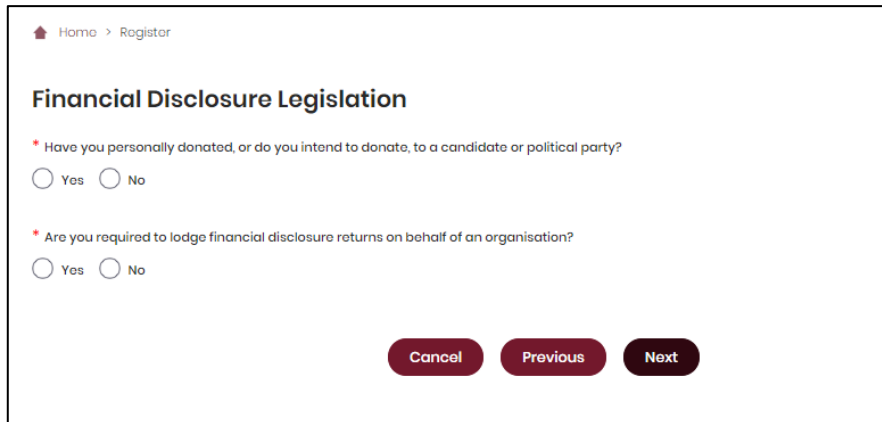
15. Enter your contact details and choose **Next**.

If your address has been verified against the electoral roll, your address will be prefilled and so not able to be edited. If you need to change these details, please visit the AEC at aec.gov.au.

The screenshot shows a web form titled "Contact Details". It contains several input fields and sections:

- * QNumber:** A text input field containing "Q123456789".
- * Personal Email Address:** A text input field containing "test@email.com". Below this field is a small note: "ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QGov, using the option to manage your QGov login."
- * Primary Phone Preference:** A dropdown menu with a downward arrow. Below it is a note: "In the unlikely event that ECQ may need to contact you by phone, please indicate whether you would prefer to be contacted on a mobile or home phone number."
- Home Phone Number:** An empty text input field.
- Mobile Phone Number:** An empty text input field.
- Enrolled Address:** A section with the text "123 FAKE ST, BRISBANE QLD 4000".
- Postal Address:** A section with the text "Same as enrolled address".
- At the bottom, there are three buttons: "Cancel", "Previous", and "Next".

16. On the Financial Disclosure Legislation page, complete the 2 questions relating to the types of returns that you may need to lodge in the EDS. Then click **Next**.



Home > Register

Financial Disclosure Legislation

* Have you personally donated, or do you intend to donate, to a candidate or political party?

☐ Yes ☐ No

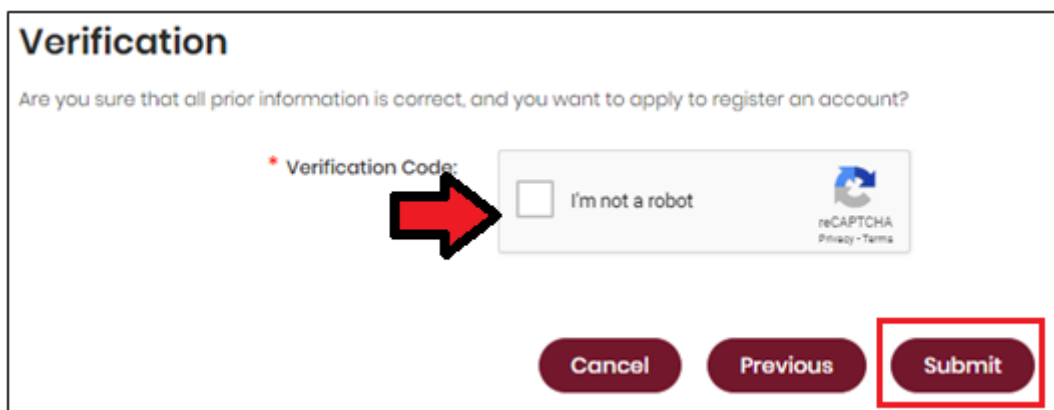
* Are you required to lodge financial disclosure returns on behalf of an organisation?

☐ Yes ☐ No

Cancel Previous Next

- If you will be lodging returns as an **individual** donor or third party, answer **Yes** to the first question. You will then be prompted to enter your occupation and industry.
- If you are required to lodge returns on behalf of an **organisation** that is a donor, third party, publisher, broadcaster or associated entity, answer **Yes** to the second question.

17. If asked for verification, tick the box stating 'I'm not a robot.' Then click **Submit**. If you are a robot, please close the browser.



Verification

Are you sure that all prior information is correct, and you want to apply to register an account?

* Verification Code:

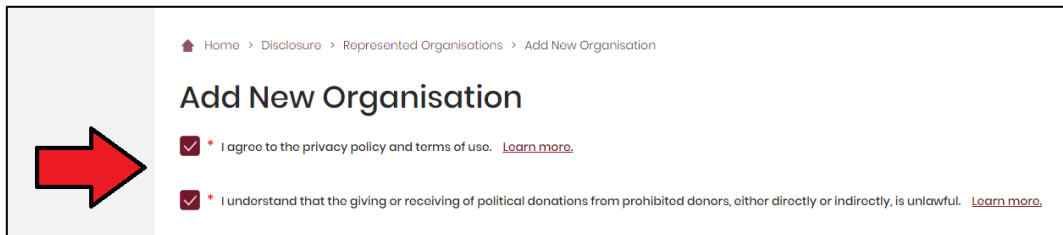
☐ I'm not a robot

reCAPTCHA
Privacy • Terms

Cancel Previous Submit

18. If you are lodging returns as an **individual** donor / third party, skip to [step 16](#).

If you are lodging returns on behalf of an **organisation**, you will be asked to supply the details of the organisation that you represent. Agree to the privacy policy and terms of use and select the tick box indicating your understanding of the [Prohibited Donors Scheme](#).



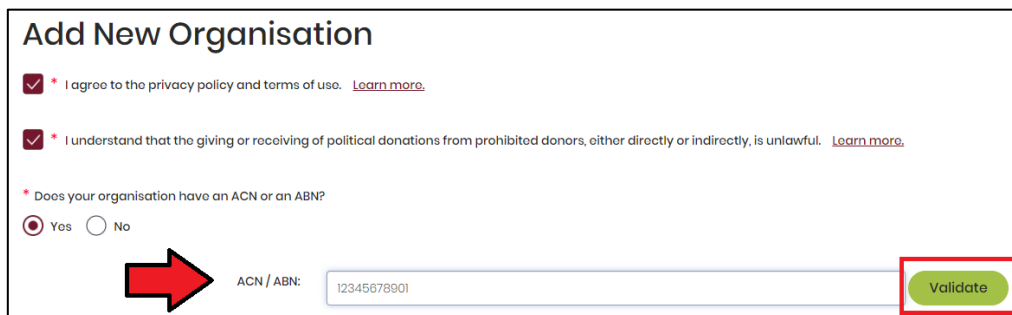
Home > Disclosure > Represented Organisations > Add New Organisation

Add New Organisation

☒ * I agree to the privacy policy and terms of use. [Learn more.](#)

☒ * I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

19. If your organisation has an ACN or ABN, please choose **Yes** and validate the relevant number.



Add New Organisation

☒ * I agree to the privacy policy and terms of use. [Learn more.](#)

☒ * I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

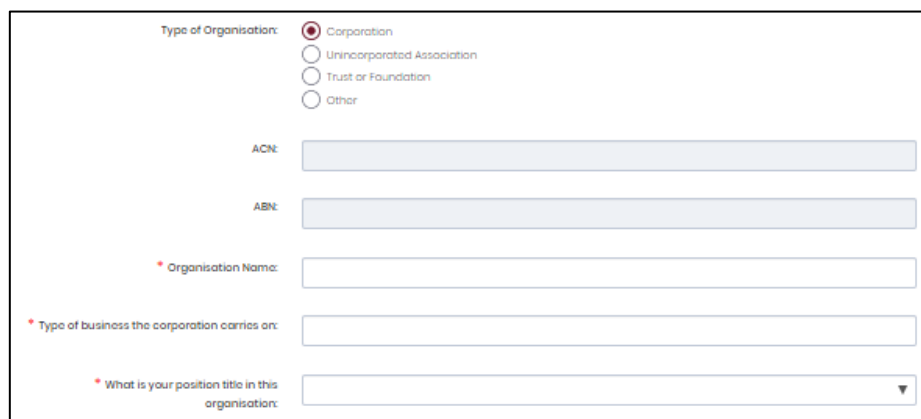
* Does your organisation have an ACN or an ABN?

☒ Yes ☐ No

ACN / ABN:

[Validate](#)

20. Choose the type of organisation you are representing and complete the required fields.



Type of Organisation:

☒ Corporation

☐ Unincorporated Association

☐ Trust or Foundation

☐ Other

ACN:

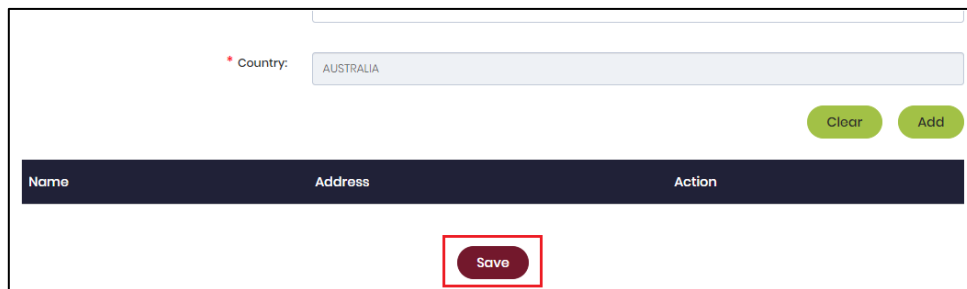
ABN:

* Organisation Name:

* Type of business the corporation carries on:

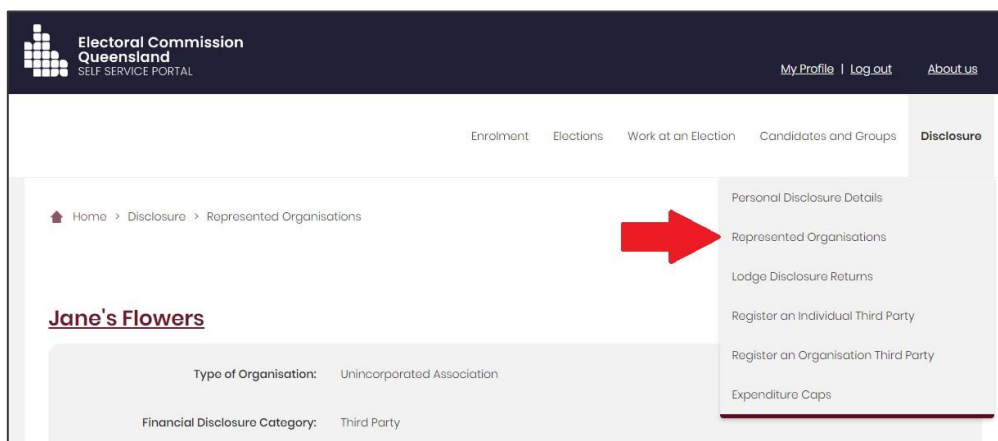
* What is your position title in this organisation:

21. After completing all required fields, choose **Save** to add the organisation to your SSP profile.



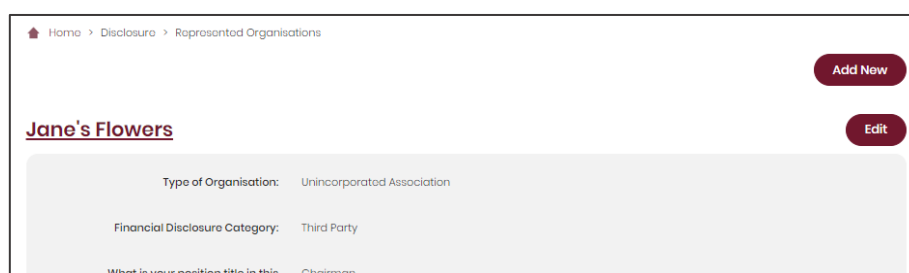
A screenshot of a web form for adding a new organisation. At the top, there is a 'Country' dropdown menu with 'AUSTRALIA' selected. Below this are 'Clear' and 'Add' buttons. A table with columns 'Name', 'Address', and 'Action' is shown. At the bottom of the table, a 'Save' button is highlighted with a red rectangle.

22. You can view and edit the organisations you represent in SSP at any time by opening the **Disclosure** dropdown menu at the top right of the screen then choosing **Represented Organisations**.



A screenshot of the 'Represented Organisations' page. The page header shows the 'Electoral Commission Queensland SELF SERVICE PORTAL' logo and navigation links: 'My Profile', 'Log out', and 'About us'. The main navigation bar includes 'Enrolment', 'Elections', 'Work at an Election', 'Candidates and Groups', and 'Disclosure'. The 'Disclosure' menu is open, showing options: 'Personal Disclosure Details', 'Represented Organisations', 'Lodge Disclosure Returns', 'Register an Individual Third Party', 'Register an Organisation Third Party', and 'Expenditure Caps'. A red arrow points to the 'Represented Organisations' option. The page content shows a breadcrumb trail: 'Home > Disclosure > Represented Organisations'. Below this, the organisation name 'Jane's Flowers' is displayed. The form fields show 'Type of Organisation: Unincorporated Association' and 'Financial Disclosure Category: Third Party'.

- New organisations can be added by choosing the **Add New** button at the top right.
- To edit an existing organisation's details, choose the **Edit** button opposite the organisation's name or select the organisation's name then choose **Edit** at the bottom of the screen.



A screenshot of the 'Represented Organisations' page. The page header shows the 'Electoral Commission Queensland SELF SERVICE PORTAL' logo and navigation links: 'My Profile', 'Log out', and 'About us'. The main navigation bar includes 'Enrolment', 'Elections', 'Work at an Election', 'Candidates and Groups', and 'Disclosure'. The 'Disclosure' menu is open, showing options: 'Personal Disclosure Details', 'Represented Organisations', 'Lodge Disclosure Returns', 'Register an Individual Third Party', 'Register an Organisation Third Party', and 'Expenditure Caps'. A red arrow points to the 'Represented Organisations' option. The page content shows a breadcrumb trail: 'Home > Disclosure > Represented Organisations'. Below this, the organisation name 'Jane's Flowers' is displayed. The form fields show 'Type of Organisation: Unincorporated Association' and 'Financial Disclosure Category: Third Party'. At the bottom, there is a field 'What is your position title in this' with the value 'Chairman'. The 'Add New' and 'Edit' buttons are visible at the top right of the form.

23. You are now ready to register as a third party for an election (see [section 4](#)) and lodge returns in EDS (see [section 8](#)).



4. Registering a third party

After setting up a user profile in the Self Service Portal, third parties who spend or intend to spend more than \$6,000 in electoral expenditure (cumulatively) during the capped expenditure period for an election must apply to register as a third party for the election. The application must be made before election day.

To register as a third party who is an **individual**, please refer to [section 4.1](#).

To register a third party that is an **organisation**, please refer to [section 4.2](#).

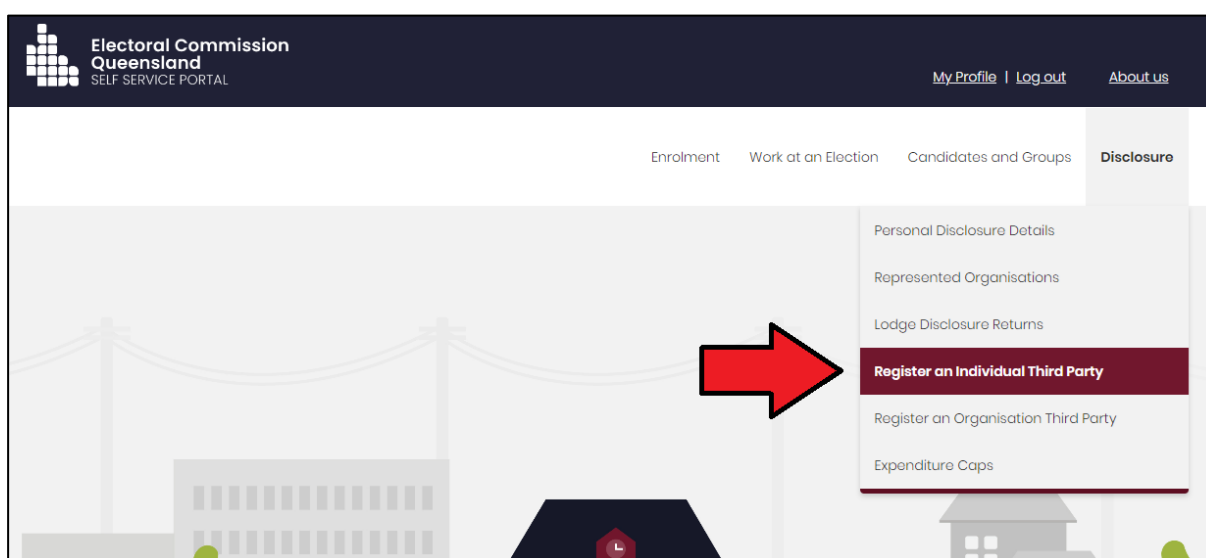
Note:

- Donations of money to political parties or candidates are not considered electoral expenditure.
- Refer to the [Glossary](#) for key terms and definitions.

4.1 Registering an individual as a third party

To apply to register yourself as a third party individual for an election, please use the following instructions.

1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), open the **Disclosure** dropdown menu at the top right of the screen. Then choose **Register an Individual Third Party**.

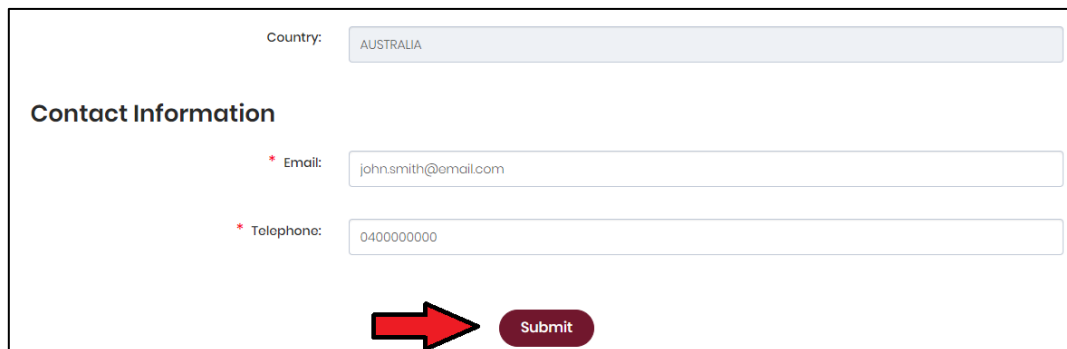


2. Choose the election event (e.g. 2024 State General Election) from the dropdown menu at the top of the page.

A screenshot of the 'Individual Third Party Registration' form. The breadcrumb trail at the top reads: Home > Disclosure > Individual Third Party Registration. The form title is 'Individual Third Party Registration'. It contains several fields with labels and asterisks indicating required information:

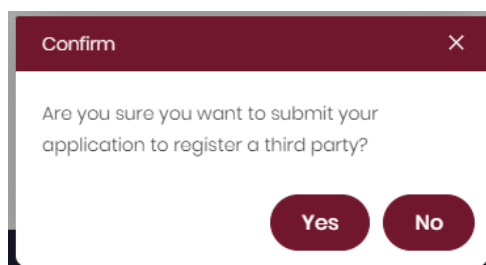
- * Which electoral event are you registering for?: A dropdown menu with '2024 State General Election' selected and '2028 Local Government Elections' as an option.
- Election Day: (This label is positioned to the left of the dropdown menu).
- * Surname of Third Party: A text input field containing 'SMITH'.
- * Given Name of Third Party: A text input field containing 'JOHN'.
- * Date of Birth: A text input field containing '01/01/2000'.

3. Complete all relevant details that are not already prefilled from the electoral roll. Then click **Submit** at the bottom of the page.



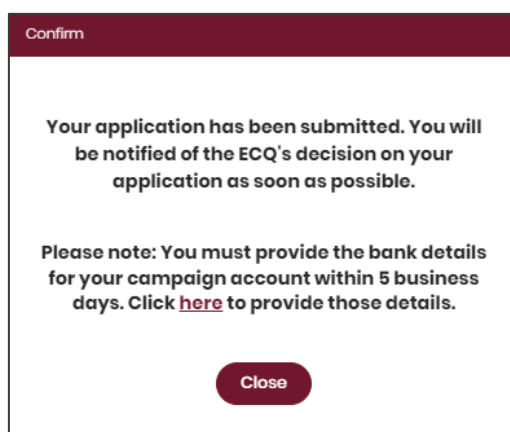
The screenshot shows a registration form with a 'Country' field set to 'AUSTRALIA'. Below this is a section titled 'Contact Information'. It contains two required fields: 'Email' with the value 'john.smith@email.com' and 'Telephone' with the value '0400000000'. At the bottom of the form is a red arrow pointing to a dark red 'Submit' button.

4. Select **Yes** to confirm your application to register as a third party.



The screenshot shows a 'Confirm' dialog box with a dark red header and a close button (X). The text inside asks, 'Are you sure you want to submit your application to register a third party?'. At the bottom are two buttons: 'Yes' and 'No'.

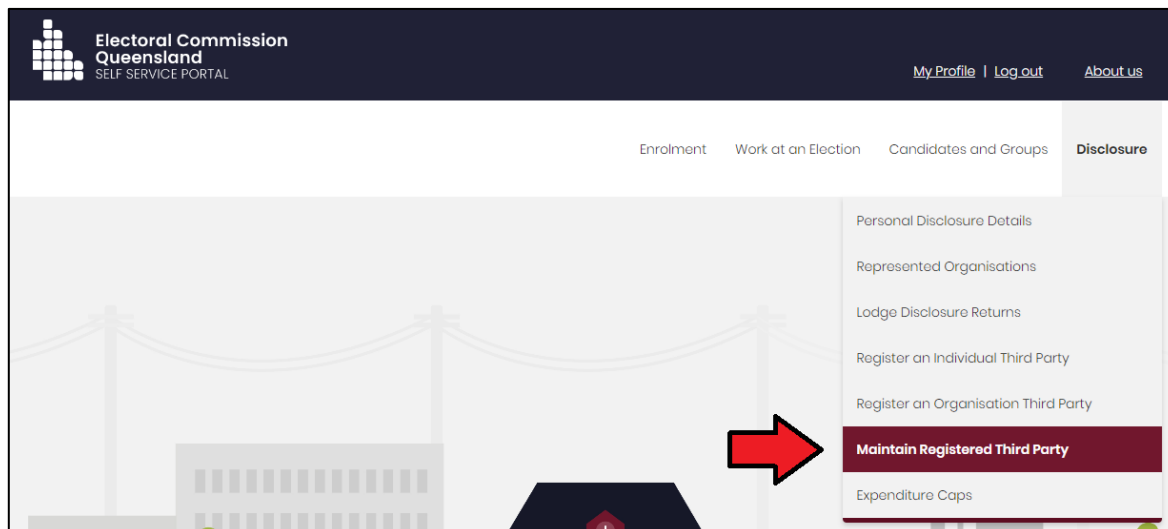
5. Your application to register for the election has now been submitted.



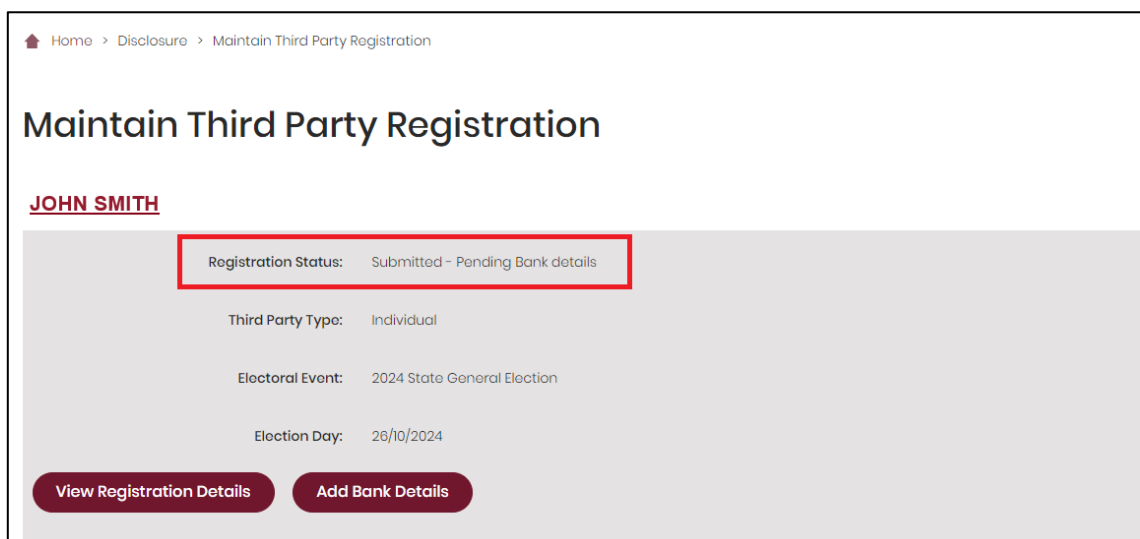
The screenshot shows a 'Confirm' message box with a dark red header. The text inside states: 'Your application has been submitted. You will be notified of the ECQ's decision on your application as soon as possible.' Below this, it says: 'Please note: You must provide the bank details for your campaign account within 5 business days. Click [here](#) to provide those details.' At the bottom is a dark red 'Close' button.

- You will need to provide your bank details for your state campaign bank account within **5 business days** of submitting the application. To add your bank details, click the link in the confirmation pop-up box or refer to [section 5 – Adding state campaign account details](#).

6. To view your registration status as a third party, open the **Disclosure** dropdown menu in SSP then select **Maintain Registered Third Party**.



7. The **Registration Status** will change depending on the status of your application to register as a third party.
- **Submitted** – your application has been submitted and is being processed.
 - **Approved** – your application has been approved.
 - **Pending Bank details** – your state campaign bank account details are yet to be provided.



8. You can review the details of your application by selecting **View Registration Details**.

Home > Disclosure > Maintain Third Party Registration

Maintain Third Party Registration

JOHN SMITH

Registration Status: Submitted - Pending Bank details

Third Party Type: Individual

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#) [Add Bank Details](#)

- You will not be able to edit your registration details until your application has been approved.
9. Once your application to register as a third party has been approved, your **Registration Status** will change to **Approved**. Options to edit your registration details, add an agent or apply to de-register will also become available to you.

Home > Disclosure > Maintain Third Party Registration

Maintain Third Party Registration

JOHN SMITH


Registration Status: Approved - Pending Bank Details

Third Party Type: Individual

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

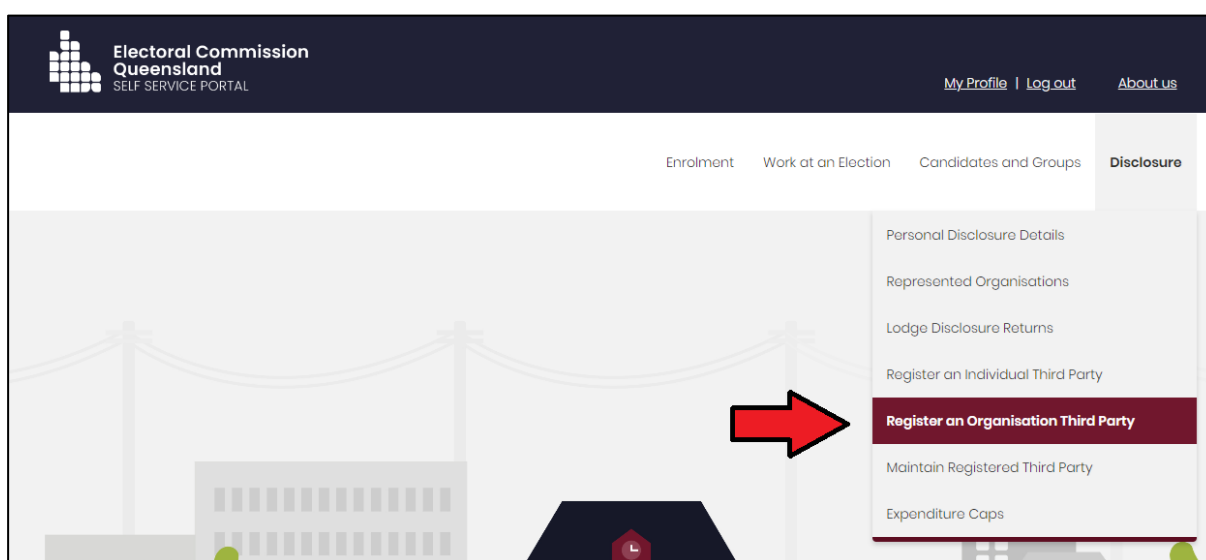
[View Registration Details](#) [Edit Registration Details](#) [Add Bank Details](#) [Agent Details](#) [De-Register](#)

- 
- You will receive an email once the ECQ has approved your application to register.
 - If there is a change to any of your registration details as a third party, you must notify the ECQ within 30 days. Refer to [section 6 – Updating registration details](#) for instructions.
 - You have the option to appoint an agent who, with you, will be responsible for meeting your obligations under the Act and the Regulation. Refer to [section 7 – Adding or changing an agent](#) for instructions. If you do not appoint an agent, you will be taken to be your own agent.
 - You may request for the ECQ to cancel your registration for an election. Refer to [section 14 – De-registering a third party](#).

4.2 Registering an organisation as a third party

To apply to register an organisation as a third party for an election, please use the following instructions.

1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), open the **Disclosure** dropdown menu at the top right of the screen. Then choose **Register an Organisation Third Party**.

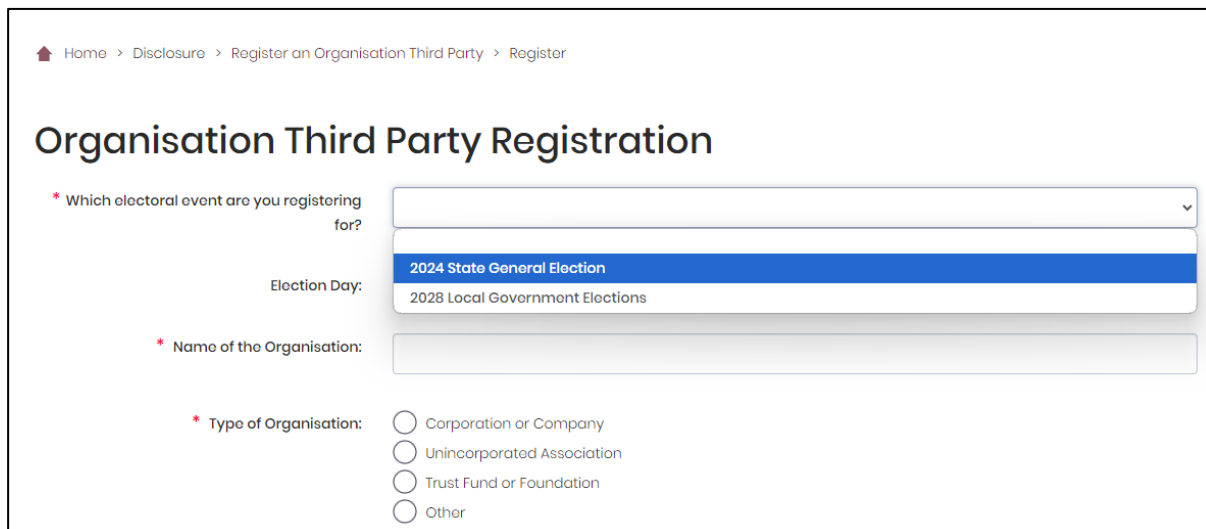


2. If you have already set up a profile for an organisation you represent in SSP, select **Register** next to the name of the organisation.

Otherwise, select **Register** next to *Add New Organisation*.

A screenshot of the 'Register an Organisation Third Party' page. The breadcrumb trail shows: Home > Disclosure > Register an Organisation Third Party. The page asks: 'Are you registering this organisation for the first time, or have you registered on behalf of this organisation previously?'. Below this, there are two rows. The first row has a text input field containing 'Add New Organisation' and a 'Register' button. The second row has a text input field containing 'Jane's Flowers' and a 'Register' button.

3. Choose the election event (e.g. 2024 State General Election) from the dropdown menu at the top of the page.



Home > Disclosure > Register an Organisation Third Party > Register

Organisation Third Party Registration

* Which electoral event are you registering for?

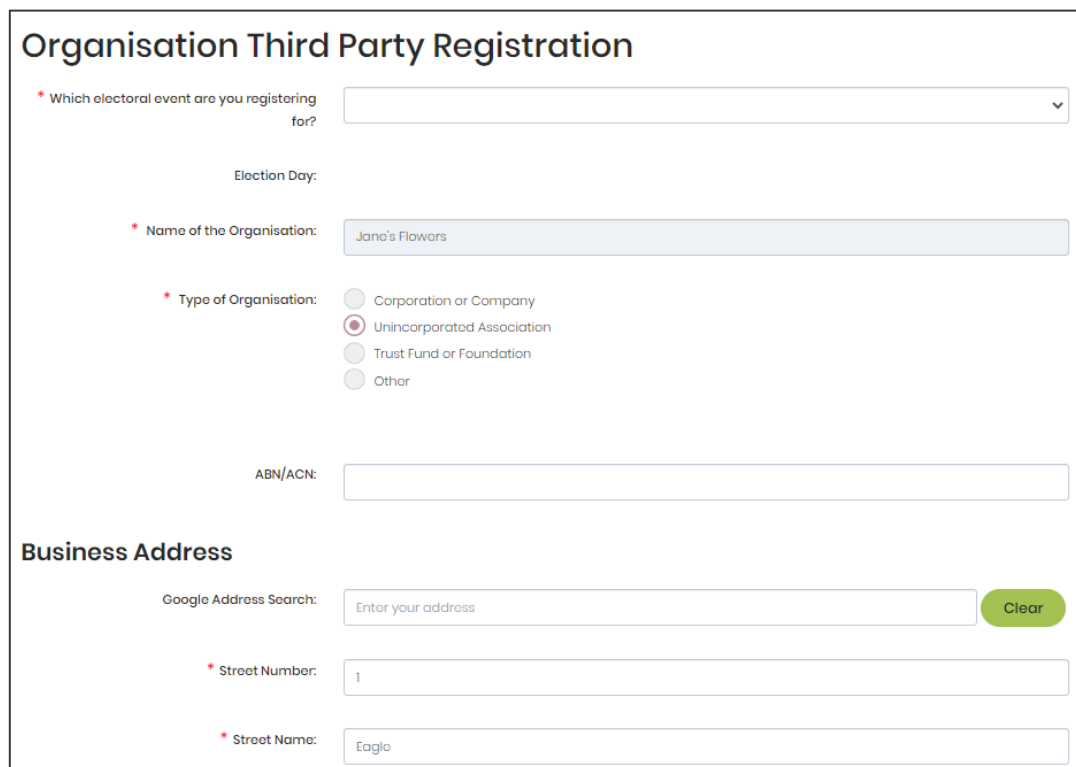
Election Day:

* Name of the Organisation:

* Type of Organisation:

- ☐ Corporation or Company
- ☐ Unincorporated Association
- ☐ Trust Fund or Foundation
- ☐ Other

4. Some information may be pre-filled depending on whether you have already set up a profile for the organisation in SSP. Complete all mandatory fields as required.



Organisation Third Party Registration

* Which electoral event are you registering for?

Election Day:

* Name of the Organisation: Jane's Flowers

* Type of Organisation:

- ☐ Corporation or Company
- ☒ Unincorporated Association
- ☐ Trust Fund or Foundation
- ☐ Other

ABN/ACN:

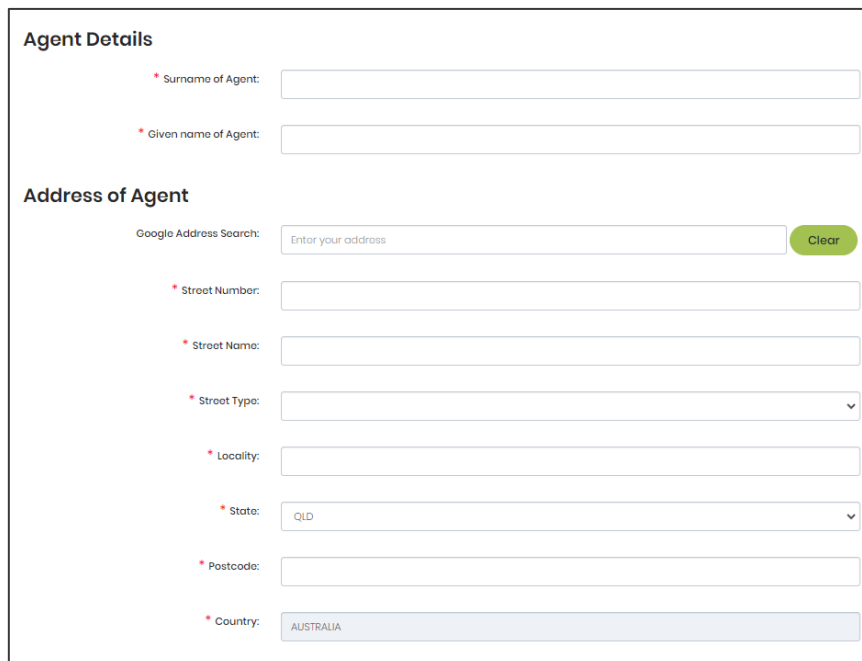
Business Address

Google Address Search: Enter your address Clear

* Street Number: 1

* Street Name: Eagle

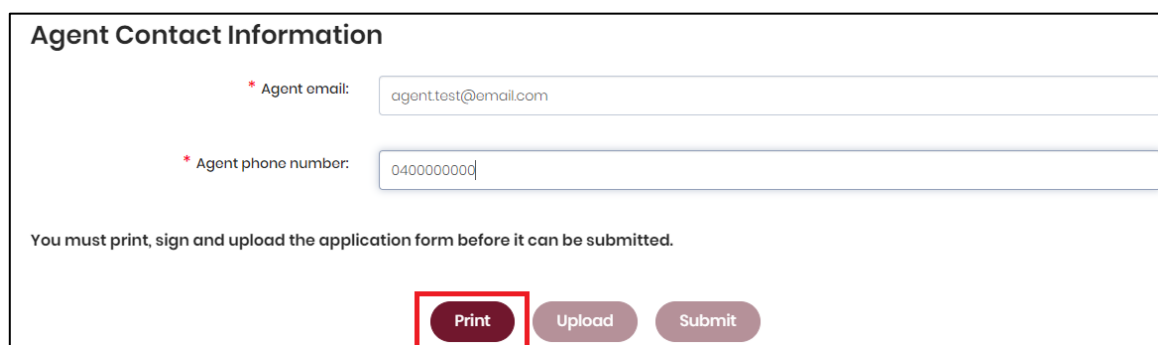
5. You must provide the details of an agent for the third party. The agent is responsible for ensuring the third party meets their obligations for the election.



The form is titled "Agent Details" and contains two main sections. The first section, "Agent Details", has two fields: "Surname of Agent:" and "Given name of Agent:". The second section, "Address of Agent", includes a "Google Address Search:" field with a "Clear" button, followed by fields for "Street Number:", "Street Name:", "Street Type:" (a dropdown menu), "Locality:", "State:" (a dropdown menu with "QLD" selected), "Postcode:", and "Country:" (a dropdown menu with "AUSTRALIA" selected).

- Refer to state [Fact sheet 28 – Funding and disclosure overview for agents](#) (available at ecq.qld.gov.au/factsheets) for more information about agents.
- If you are naming yourself as the agent for the organisation, be sure to enter the same email address that you used to create your SSP account.

6. The contact person and the nominated agent for the organisation will need to sign the application form before it can be submitted. To do this, choose the **Print** button at the bottom of the registration page.



The form is titled "Agent Contact Information" and contains two fields: "Agent email:" (with the value "agent.test@email.com") and "Agent phone number:" (with the value "0400000000"). Below the fields is a message: "You must print, sign and upload the application form before it can be submitted." At the bottom, there are three buttons: "Print", "Upload", and "Submit". The "Print" button is highlighted with a red box.

- The **Upload** button will only be available after you have clicked **Print**.

7. After choosing **Print**, the application form will open in a new tab or window. The form is automatically filled out with the details you provided in the previous steps. Please check to ensure the details are correct.

Electoral Commission QUEENSLAND

Application to register a third party (organisation)
For an election

The *Electoral Act 1992* and the *Local Government Electoral Act 2011* require a third party to register for an election if the electoral expenditure incurred by, or with the authority of, the third party, exceeds (or is intended to exceed) \$6,000 during the capped expenditure period for an election.

A third party that intends to register must keep a dedicated bank account for that election, and use that account to pay for all electoral expenditure. This bank account **cannot** be used across state and local elections.

Complete this form to apply to register an organisation as a third party for an election. This form can also be completed online through the Self Service Portal, available at www.ecq.qld.gov.au.

The ECQ is required to publish the name of all registered third parties, and their agents, in the Register of Third Parties, which will be available on the ECQ's website. The name and address of a third party's agent will also be published in the ECQ's Register of Agents, which will also be published on the ECQ's website.

Lodgement timeframe
An application to register a third party for an election must be submitted **prior to polling day** for that election.

Enquiries and lodgements
Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:
Email: fad@ecq.qld.gov.au Post: GPO Box 1393
Telephone: 1300 881 665 BRISBANE QLD 4001

Part A: Election details
This form is for the registration of an organisation as a third party in the
(Name of the by-election, quadrennial or general election)

8. The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

Part D: Acceptance of agency appointment

I,

consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or Part 9 division 5 of the *Local Government Electoral Act 2011*.

Signature

Date
(dd/mm/yyyy)

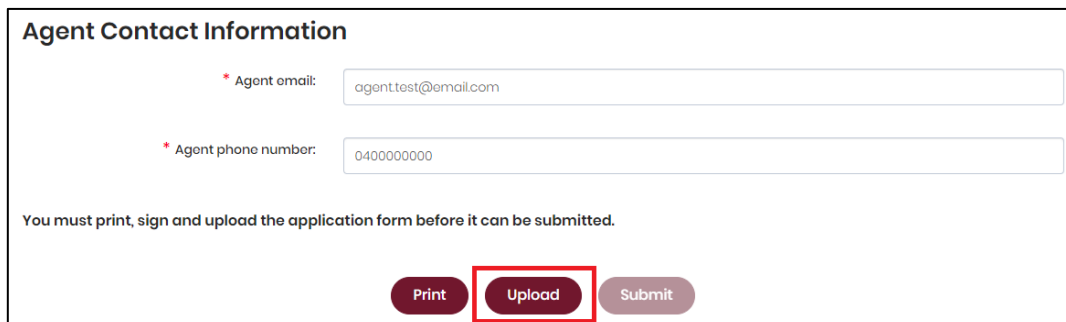
Part E: Third party declaration

Signature of contact person

Date

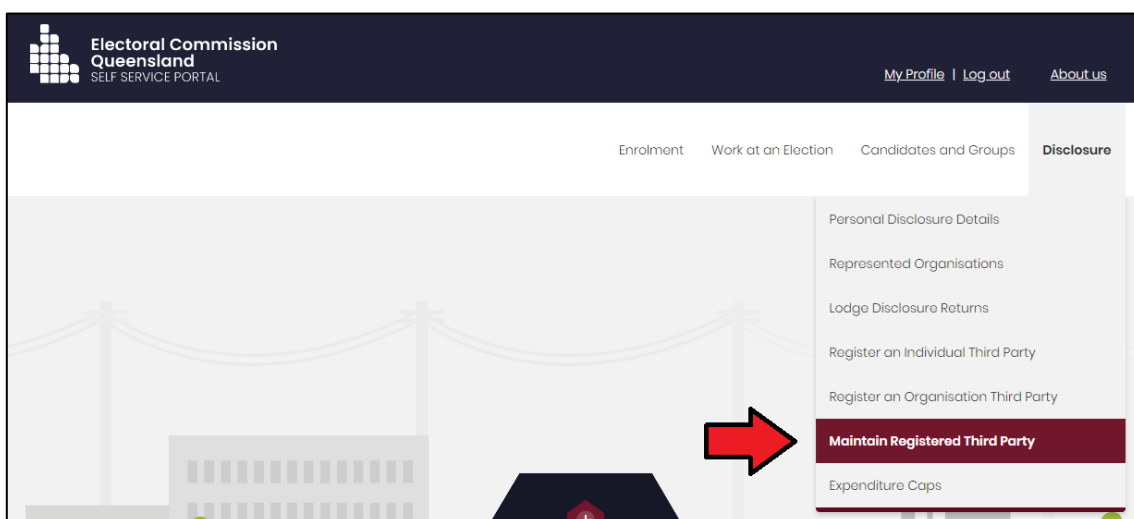
- The agent and contact person can be the same individual.

9. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

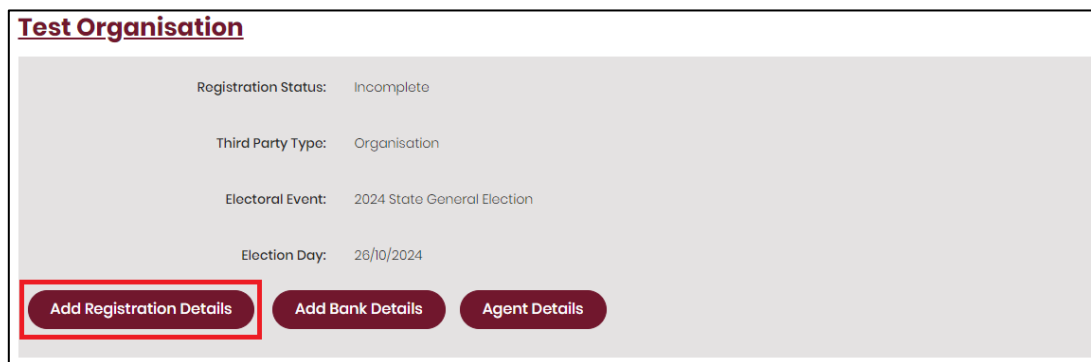


The form is titled "Agent Contact Information". It contains two input fields: "* Agent email:" with the value "agent.test@email.com" and "* Agent phone number:" with the value "0400000000". Below the fields is a message: "You must print, sign and upload the application form before it can be submitted." At the bottom are three buttons: "Print", "Upload" (highlighted with a red box), and "Submit".

- If you have had to close the previous tab or window, you can navigate back to your application by logging into SSP, opening the **Disclosure** dropdown menu and selecting **Maintain Registered Third Party**.

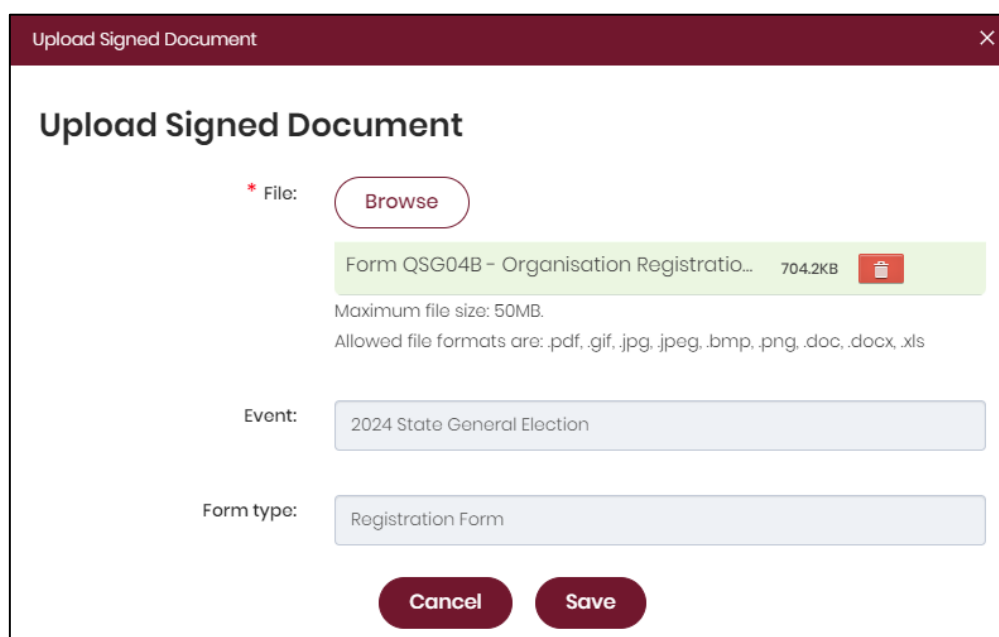


- Click **Add Registration Details** to continue working on your application.



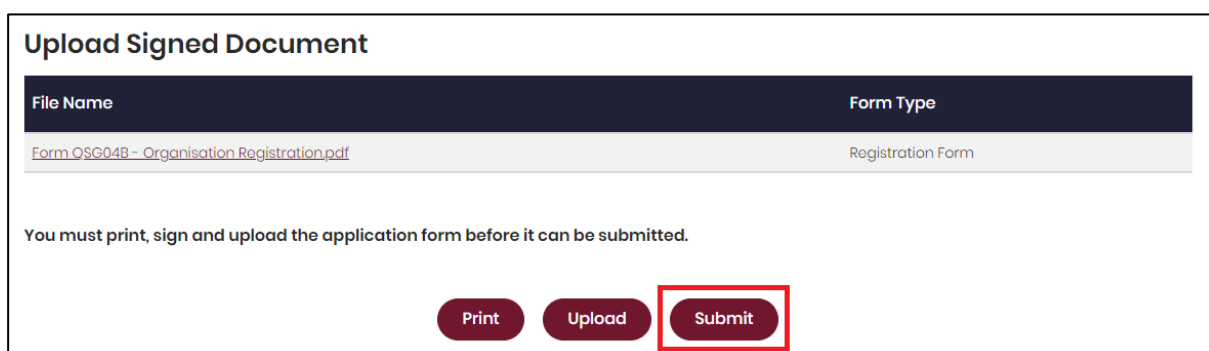
The form is titled "Test Organisation". It displays the following information: "Registration Status: Incomplete", "Third Party Type: Organisation", "Electoral Event: 2024 State General Election", and "Election Day: 26/10/2024". At the bottom are three buttons: "Add Registration Details" (highlighted with a red box), "Add Bank Details", and "Agent Details".

10. After clicking **Upload**, browse to the saved file on your device then click **Save**.



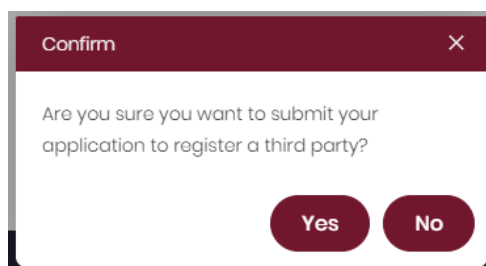
The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. The main heading is "Upload Signed Document". Below this, there is a label "* File:" followed by a "Browse" button. A file selection bar shows "Form QSG04B - Organisation Registratio..." with a file size of "704.2KB" and a trash icon. Below the file bar, it states "Maximum file size: 50MB." and "Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two input fields: "Event:" with the value "2024 State General Election" and "Form type:" with the value "Registration Form". At the bottom, there are two buttons: "Cancel" and "Save".

11. With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to lodge your application to register a third party.



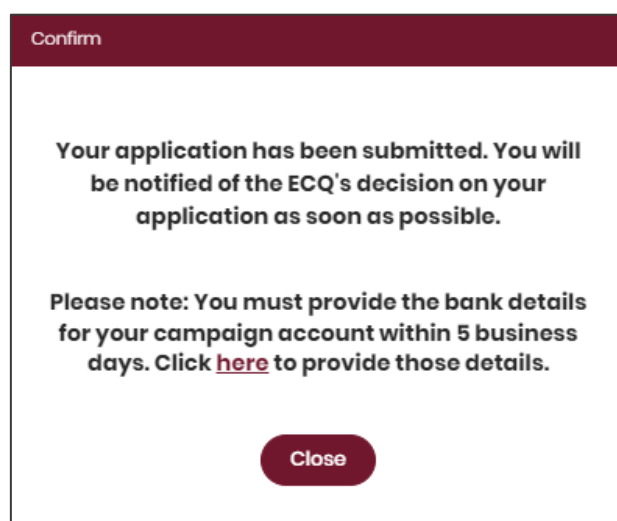
The screenshot shows the same "Upload Signed Document" dialog box. It now displays a table with two columns: "File Name" and "Form Type". The table has one row with the file name "Form QSG04B - Organisation Registration.pdf" and the form type "Registration Form". Below the table, there is a message: "You must print, sign and upload the application form before it can be submitted." At the bottom, there are three buttons: "Print", "Upload", and "Submit". The "Submit" button is highlighted with a red rectangle.

12. Select **Yes** to confirm your application to register a third party.



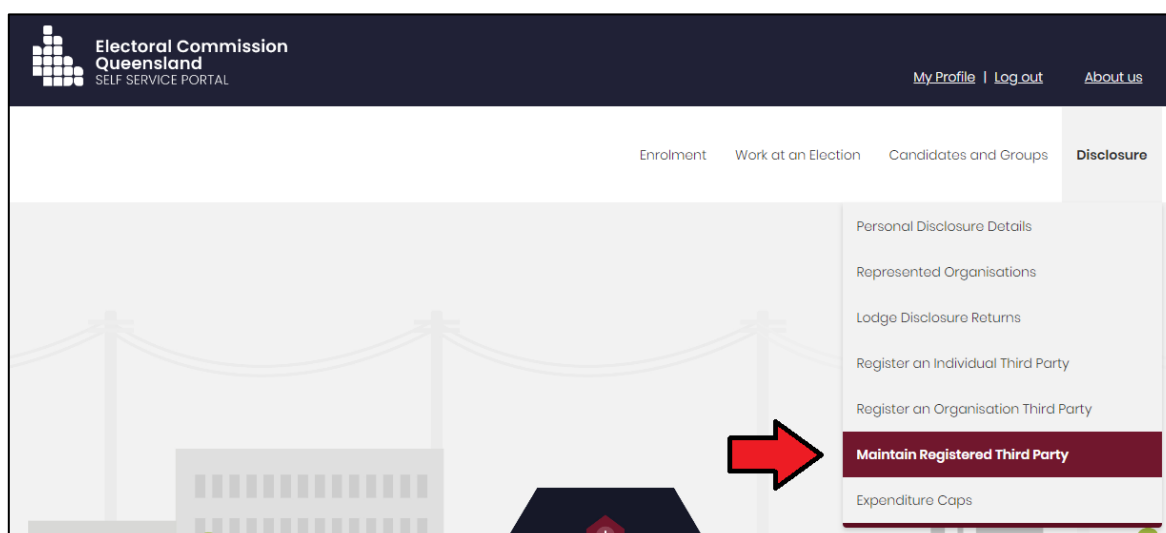
The screenshot shows a dialog box titled "Confirm" with a close button (X) in the top right corner. The main text asks: "Are you sure you want to submit your application to register a third party?". At the bottom, there are two buttons: "Yes" and "No".

13. Your application to register for the election has now been submitted.



- You will need to provide the bank details for your third party's state campaign bank account within **5 business days** of submitting the application. To add the bank details, click the link in the confirmation pop-up box or refer to [section 5 – Adding state campaign account details](#).

14. To view your registration status as a third party, open the **Disclosure** dropdown menu then select **Maintain Registered Third Party**.



15. The **Registration Status** will change depending on the status of your application to register a third party.

- **Submitted** – your application has been submitted and is being processed.
- **Approved** – your application has been approved.
- **Pending Bank details** – your state campaign bank account details are yet to be provided.

Test Organisation

Registration Status: Submitted - Pending Bank details

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#) [Add Bank Details](#) [Agent Details](#)

16. You can review the details of your application by selecting **View Registration Details**.

Test Organisation

Registration Status: Submitted - Pending Bank details

Third Party Type: Organisation

Electoral Event: 2024 State General Election

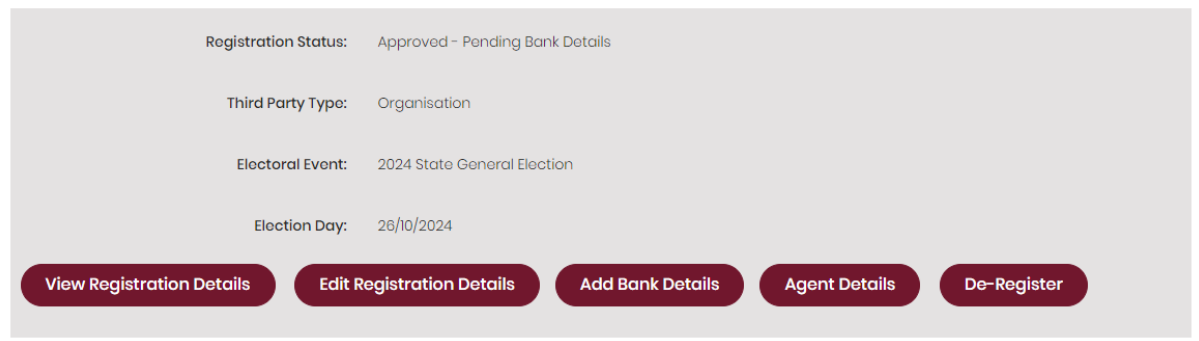
Election Day: 26/10/2024

[View Registration Details](#) [Add Bank Details](#) [Agent Details](#)

- You will not be able to edit the third party's registration details until your application has been approved.

17. Once your application to register a third party has been approved, your **Registration Status** will change to **Approved**. Options to edit the third party's registration details, add an agent or apply to deregister will also become available to you.

Test Organisation



The screenshot shows a user interface for a 'Test Organisation'. It displays the following information:

- Registration Status: Approved - Pending Bank Details
- Third Party Type: Organisation
- Electoral Event: 2024 State General Election
- Election Day: 26/10/2024

Below the information, there are five buttons: 'View Registration Details', 'Edit Registration Details', 'Add Bank Details', 'Agent Details', and 'De-Register'.

- You will receive an email once the ECQ has approved your application to register.
- If a person other than yourself was appointed as agent, that person will also need to create their own SSP account following the instructions in [section 3 – Accessing the Self Service Portal](#).
- If there is a change to any of your third party's registration details, you must notify the ECQ within 30 days. Refer to [section 6 – Updating registration details](#) for instructions.
- If there is a change to the third party's agent, you must notify the ECQ within 28 days. Refer to [section 7 – Adding or changing an agent](#) for instructions.
- The agent may request for the ECQ to cancel the third party's registration for an election. Refer to [section 14 – Deregistering a third party](#) for instructions.

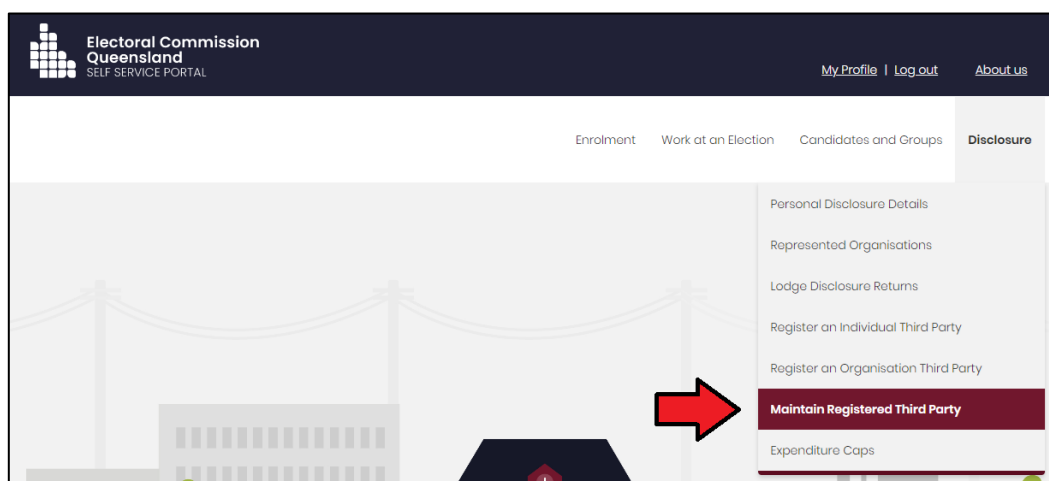
5. Adding state campaign account details

All registered third parties must register the details of their state campaign bank account with the ECQ within **5 business days** of submitting their registration.

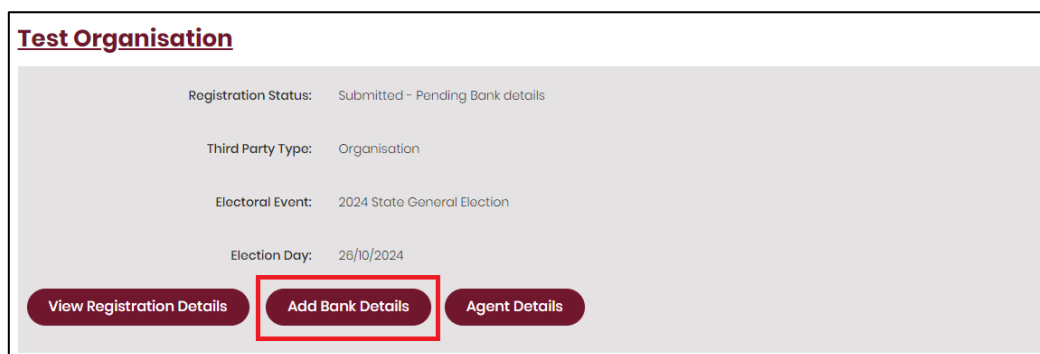
For more details about state campaign bank accounts, please refer to state [Fact sheet 21 – State campaign bank accounts](#) for third parties (available at ecq.qld.gov.au/factsheets).

To provide a third party's bank account details via the Self Service Portal (SSP), please use the following instructions.

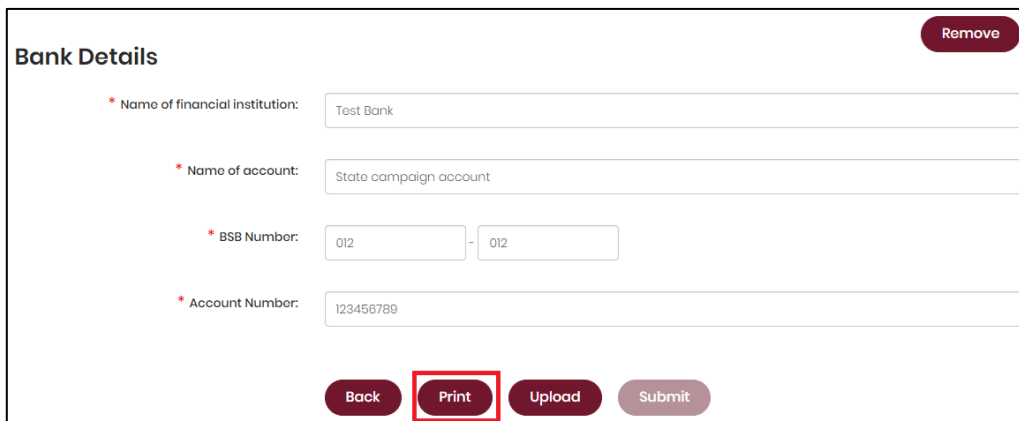
1. When logged into SSP (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Add Bank Details** under the third party's name.



3. Enter the bank details for the third party's state campaign bank account in the boxes provided. Then choose the **Print** button at the bottom of the page.



Bank Details Remove

* Name of financial institution:

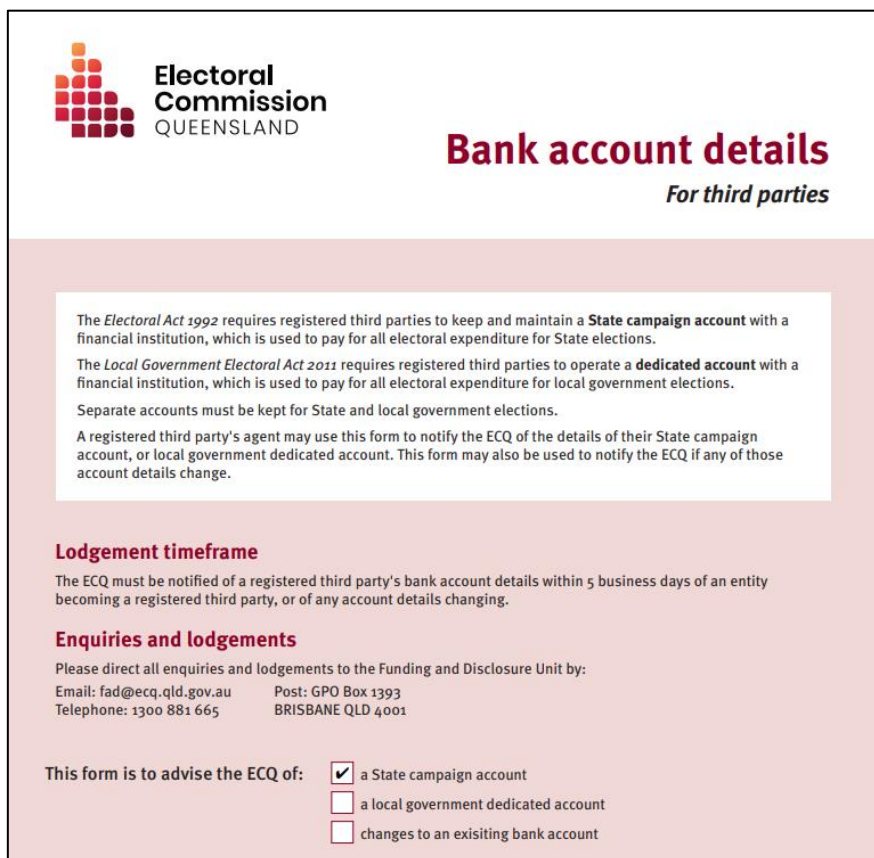
* Name of account:


* BSB Number: -

* Account Number:

Back Print Upload Submit

- The **Upload** button will only be available after you have clicked **Print**.
4. After choosing **Print**, a tab or window called **Bank account details for third parties** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.



 **Electoral Commission**
QUEENSLAND

Bank account details
For third parties

The *Electoral Act 1992* requires registered third parties to keep and maintain a **State campaign account** with a financial institution, which is used to pay for all electoral expenditure for State elections.

The *Local Government Electoral Act 2011* requires registered third parties to operate a **dedicated account** with a financial institution, which is used to pay for all electoral expenditure for local government elections.

Separate accounts must be kept for State and local government elections.

A registered third party's agent may use this form to notify the ECQ of the details of their State campaign account, or local government dedicated account. This form may also be used to notify the ECQ if any of those account details change.

Lodgement timeframe

The ECQ must be notified of a registered third party's bank account details within 5 business days of an entity becoming a registered third party, or of any account details changing.

Enquiries and lodgements

Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:

Email: fad@ecq.qld.gov.au Post: GPO Box 1393
Telephone: 1300 881 665 BRISBANE QLD 4001

This form is to advise the ECQ of:

☒ a State campaign account
☐ a local government dedicated account
☐ changes to an existing bank account

5. The agent of the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

The screenshot shows the 'Bank account details' form for third parties from the Electoral Commission of Queensland. The form is titled 'Bank account details' in red, with the subtitle 'For third parties'. It is divided into two main sections: 'Part B: Bank account details' and 'Part C: Authorisation'. Part B contains fields for 'Name of financial institution' (Test Bank), 'Name of account' (State campaign account), and 'BSB and account number' (012 - 012 123456789). Part C contains fields for 'Signature of agent' and 'Date' (/ /).

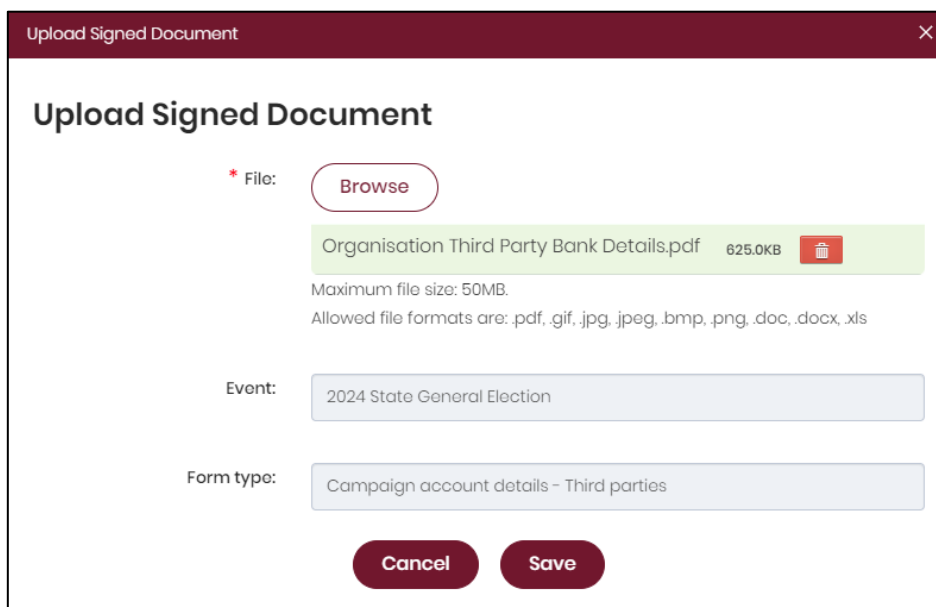
- If you are a third party individual who has not appointed an agent, you will act as your own agent.

6. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

The screenshot shows the 'Bank Details' form with a 'Remove' button in the top right corner. The form contains four fields with red asterisks indicating required information: 'Name of financial institution' (Test Bank), 'Name of account' (State campaign account), 'BSB Number' (012 - 012), and 'Account Number' (123456789). At the bottom, there are four buttons: 'Back', 'Print', 'Upload', and 'Submit'. The 'Upload' button is highlighted with a red border.

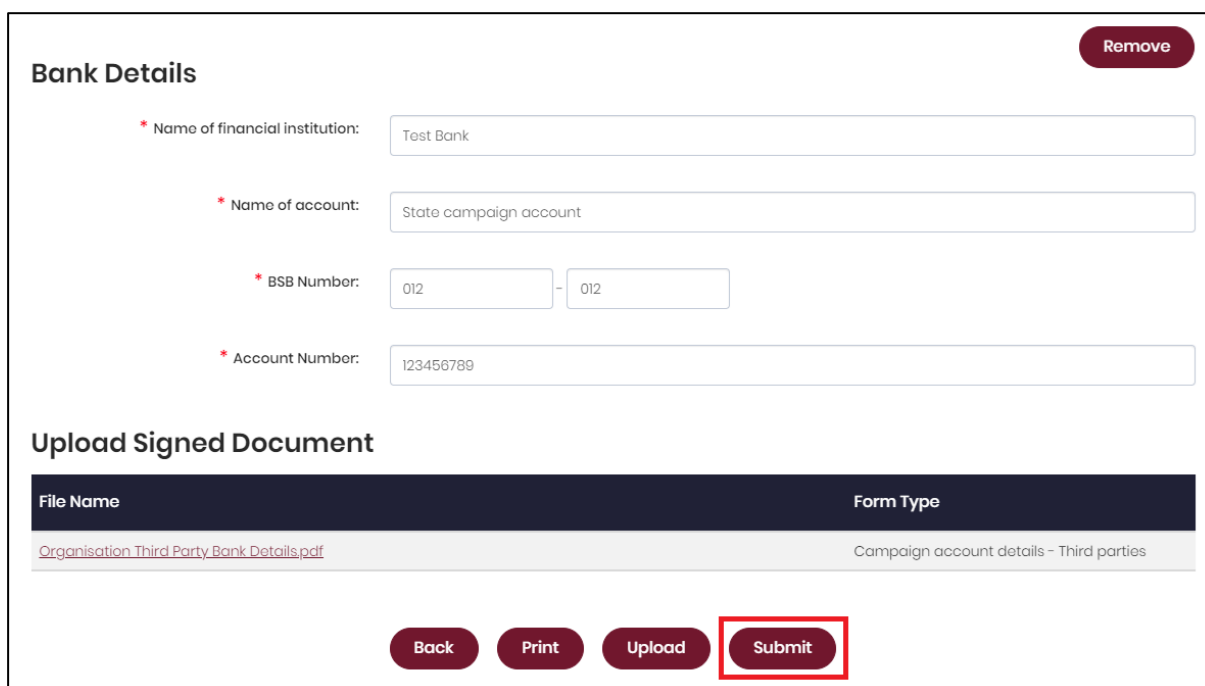
- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the bank details page in SSP.

7. After clicking **Upload**, browse to the saved file on your device then click **Save**.



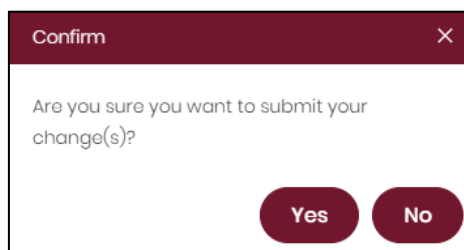
The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. Inside the dialog, the title "Upload Signed Document" is displayed. Below it, there is a "File:" label with a red asterisk, followed by a "Browse" button. A file named "Organisation Third Party Bank Details.pdf" (625.0KB) is shown with a red trash icon. Below the file name, it states "Maximum file size: 50MB." and "Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two input fields: "Event:" with the value "2024 State General Election" and "Form type:" with the value "Campaign account details - Third parties". At the bottom, there are "Cancel" and "Save" buttons.

8. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to add your bank details.

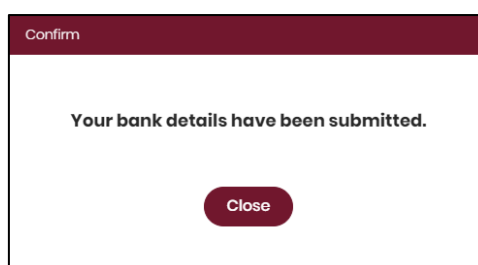


The screenshot shows a form with two main sections. The top section is titled "Bank Details" and has a "Remove" button in the top right corner. It contains four input fields with red asterisks: "Name of financial institution:" (Test Bank), "Name of account:" (State campaign account), "BSB Number:" (012 - 012), and "Account Number:" (123456789). The bottom section is titled "Upload Signed Document" and contains a table with two columns: "File Name" and "Form Type". The table has one row with the file name "Organisation Third Party Bank Details.pdf" and the form type "Campaign account details - Third parties". Below the table, there are four buttons: "Back", "Print", "Upload", and "Submit". The "Submit" button is highlighted with a red rectangle.

9. Click **Yes** to confirm your submission.

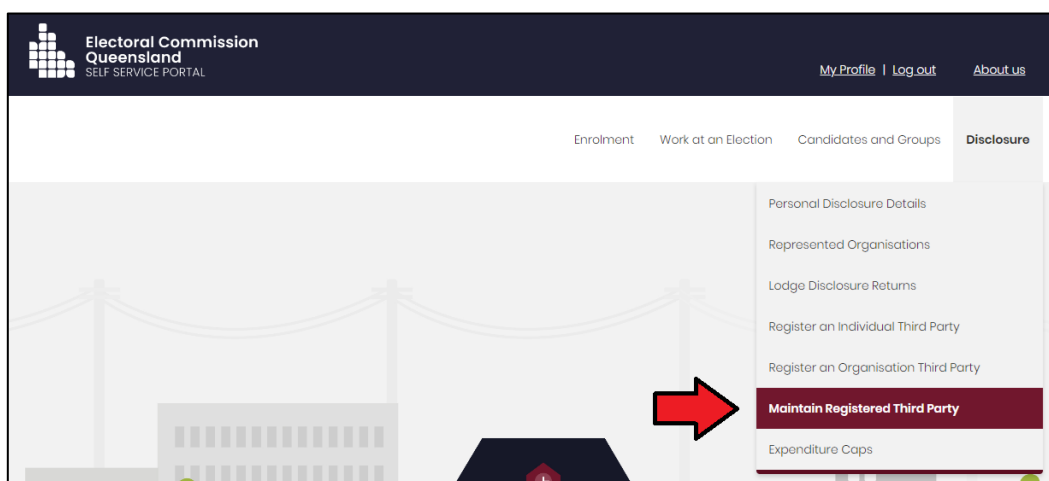


10. The bank details for your third party's state campaign account have now been submitted.



11. If the third party's bank account details change, the agent will need to provide the new details within **5 business days**.

To update the bank details in SSP, choose the **Disclosure** dropdown menu, select **Maintain Registered Third Party**, then select **Edit Bank Details**. Note: This option will only appear after the previous bank details have been processed by ECQ.



Test Organisation

Registration Status: Approved

Bank Details Status: Approved

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#)

[Edit Registration Details](#)

[Edit Bank Details](#)

[Agent Details](#)

[De-Register](#)

6. Updating registration details

The ECQ must be notified **within 30 days** of any changes to a registered third party's registration details. This includes changes to the third party's name, address, contact details or other information as provided in the third party's application to register for an election.

To update your details as a registered third party **individual**, see [section 6.1](#).

To update the details of a registered third party **organisation**, see [section 6.2](#).

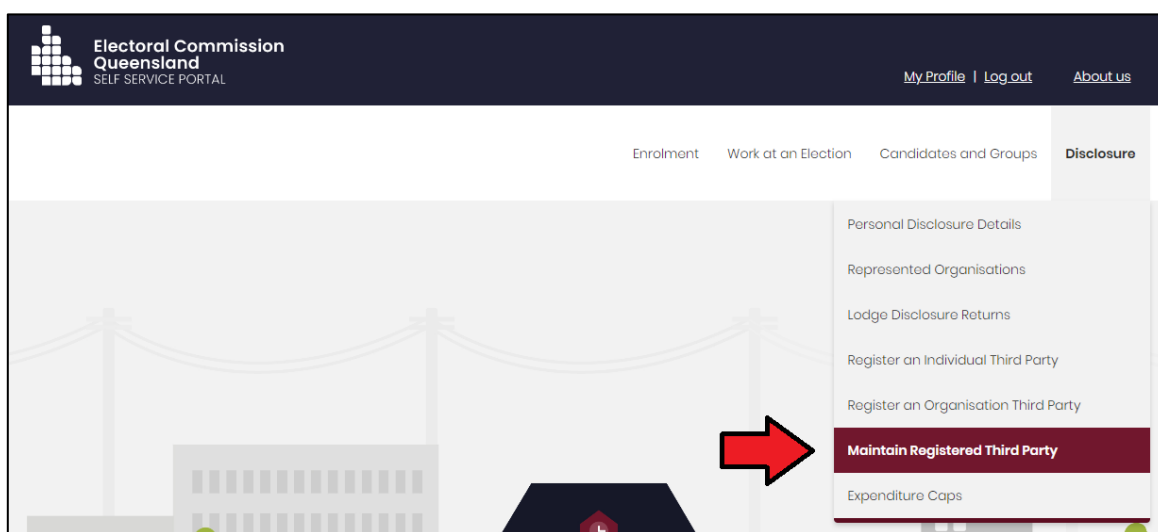
Note: This section does not provide instructions on how to update a registered third party's state campaign bank account or agent details.

- For changes to the bank account details, see section 5 – Adding state campaign account details ([step 10](#)).
- For changes to an agent, see [section 7 – Adding or changing an agent](#).

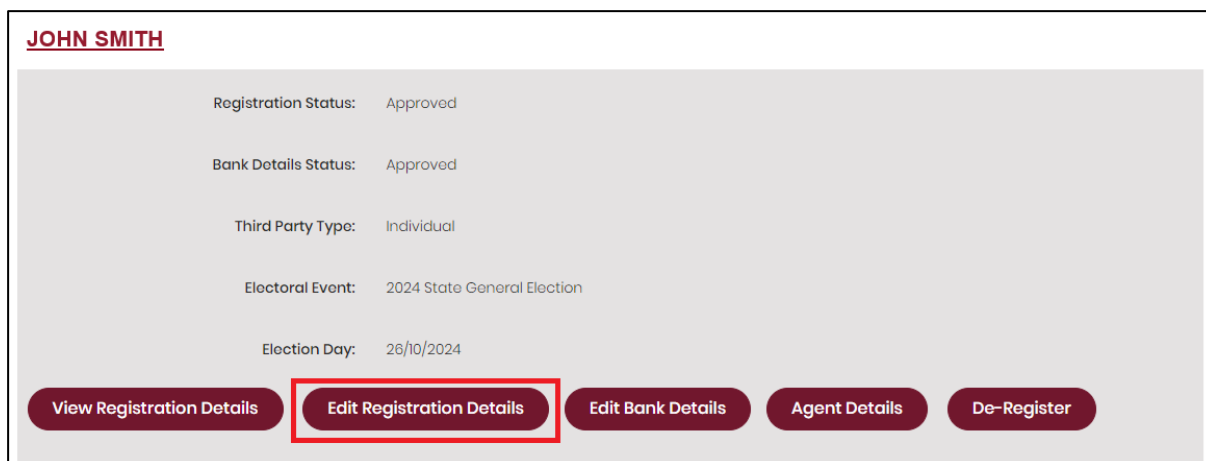
6.1 Updating details of a registered third party individual

To notify the ECQ of a change to your registration details as a registered third party individual, please use the following instructions.

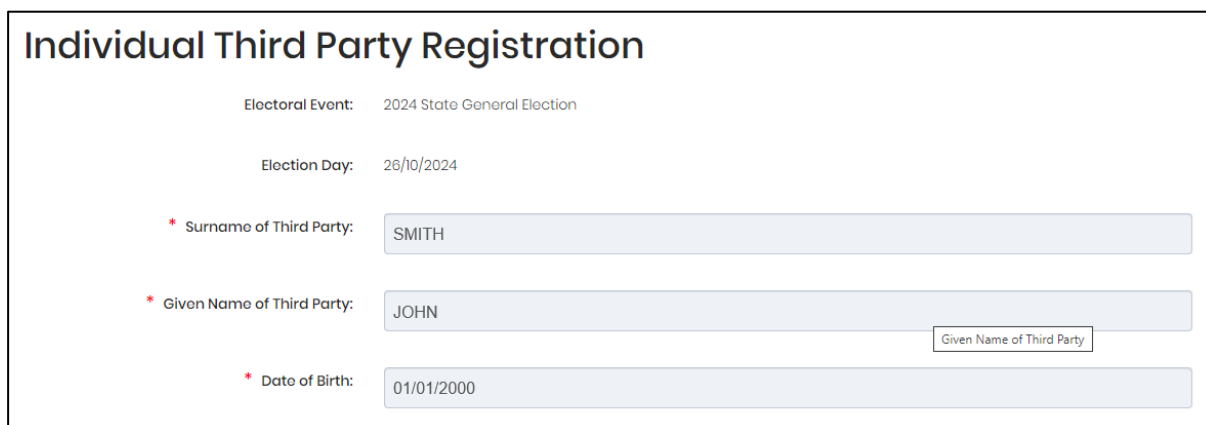
1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Edit Registration Details** under your name.



3. Update your details as required.



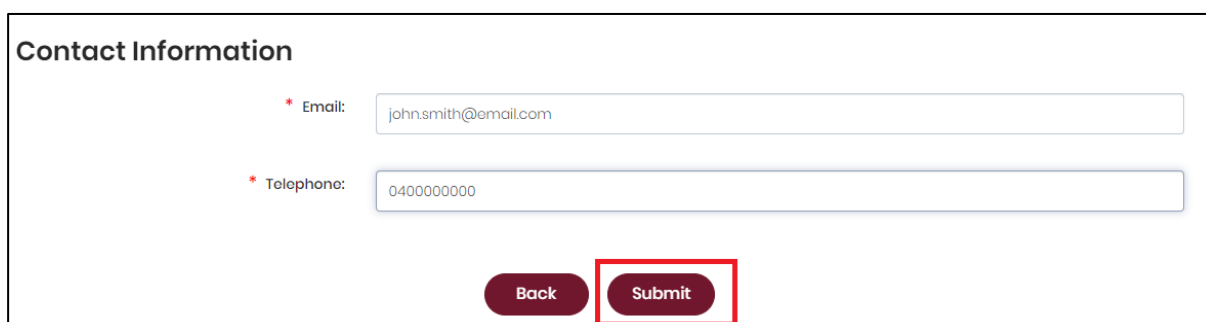
The form is titled "Individual Third Party Registration". It contains the following fields and values:

- Electoral Event: 2024 State General Election
- Election Day: 26/10/2024
- * Surname of Third Party: SMITH
- * Given Name of Third Party: JOHN
- * Date of Birth: 01/01/2000

There is a small label "Given Name of Third Party" next to the JOHN input field.

- You may not be able to update your name or address due to these details being linked to the electoral roll. If you need to change these details, please visit the AEC at aec.gov.au.

4. Click **Submit** to provide your updated details to ECQ.

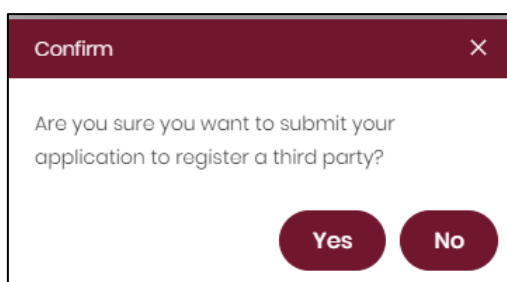


The form is titled "Contact Information". It contains the following fields and values:

- * Email: john.smith@email.com
- * Telephone: 0400000000

At the bottom, there are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red border.

5. Click **Yes** to confirm your submission.

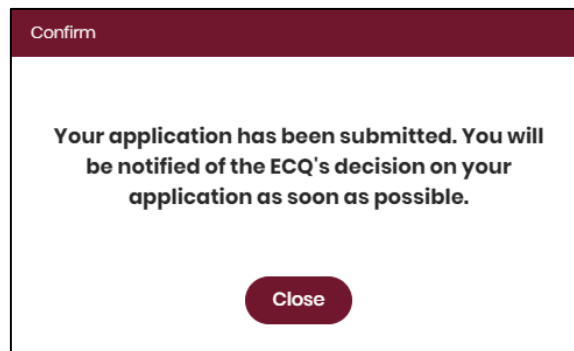


The dialog box is titled "Confirm" and contains the following text:

Are you sure you want to submit your application to register a third party?

At the bottom, there are two buttons: "Yes" and "No".

6. Your application to change the details for your third party's registration has now been submitted.

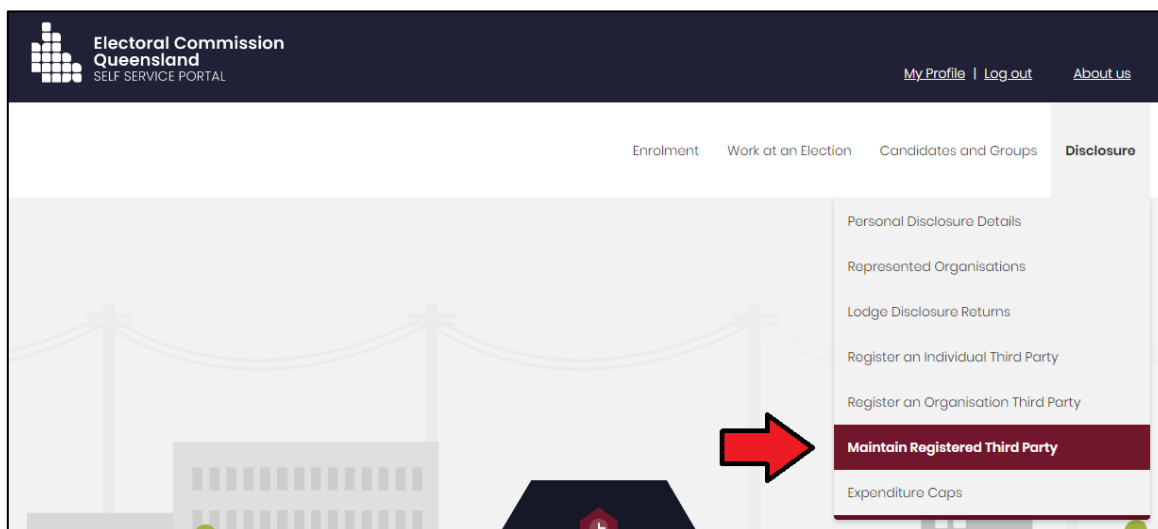


- You can view the status of your application by selecting the **Disclosure** dropdown menu in SSP and choosing **Maintain Registered Third Party**.

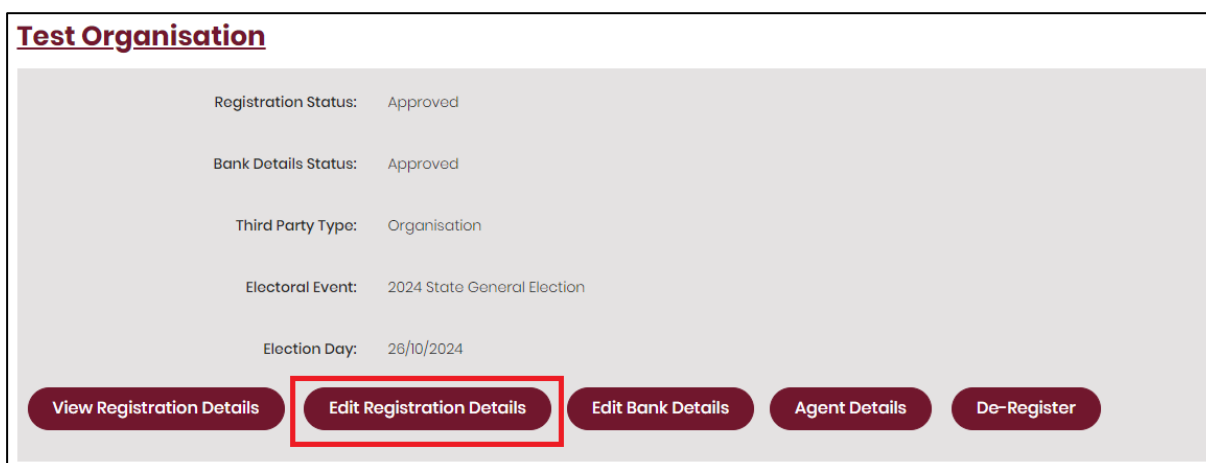
6.2 Updating details of a registered third party organisation

To notify the ECQ of a change to the registration details of a registered third party organisation, please use the following instructions.

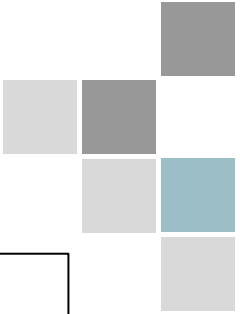
1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Edit Registration Details** under the third party's name.



3. Update the third party's details as required.



Home > Disclosure > Maintain Third Party Registration > Edit Registration Details

Organisation Third Party Registration

Which electoral event are you registering for?: 2024 State General Election

Election Day: 26/10/2024

Name of the Organisation:

Type of Organisation:

- ☒ Corporation or Company
- ☐ Unincorporated Association
- ☐ Trust Fund or Foundation
- ☐ Other

ABN/ACN:

4. The third party's agent will need to sign off on the change of details. Click the **Print** button at the bottom of the page to generate a change of details form for the agent to sign.

Agent Details

Surname of Agent: John

Given name of Agent: Smith

Address of Agent: 1 Eagle ST, Brisbane City, QLD 4000

Agent email: agent.test@email.com

Agent phone number: 0400000000

You must print, sign and upload the application form before it can be submitted.

[Back](#) [Print](#) [Upload](#) [Submit](#)

- The **Upload** button will only be available after you have clicked **Print**.

5. After choosing **Print**, a tab or window called **Change of details for a registered third party** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.



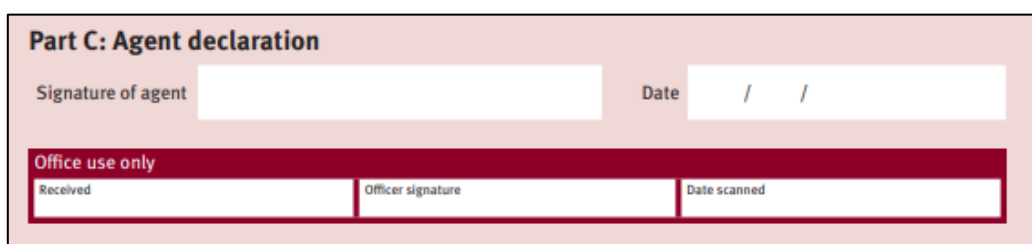
The screenshot shows the header of a form titled "Change of details for a registered third party" from the Electoral Commission Queensland. The logo of the Electoral Commission Queensland is on the left. The title is in a large, bold, dark red font. Below the title, there is a light pink box containing the following text:

The Electoral Act 1992 and the Local Government Electoral Act 2011 require the agent of a third party to notify the ECQ if any details about the third party's registration change.

A third party's agent may complete this form to notify the ECQ about a change in details. This form can also be completed online through the Self Service Portal, available at www.ecq.qld.gov.au.

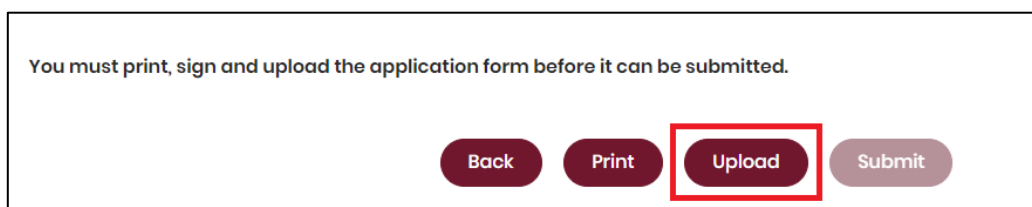
If any of the details being changed are ordinarily published, the ECQ will update the publication to account for the changes.

6. The agent of the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.



The screenshot shows the "Part C: Agent declaration" section of the form. It includes a "Signature of agent" field and a "Date" field with a date picker. Below these fields is a red box labeled "Office use only" which contains three sub-fields: "Received", "Officer signature", and "Date scanned".

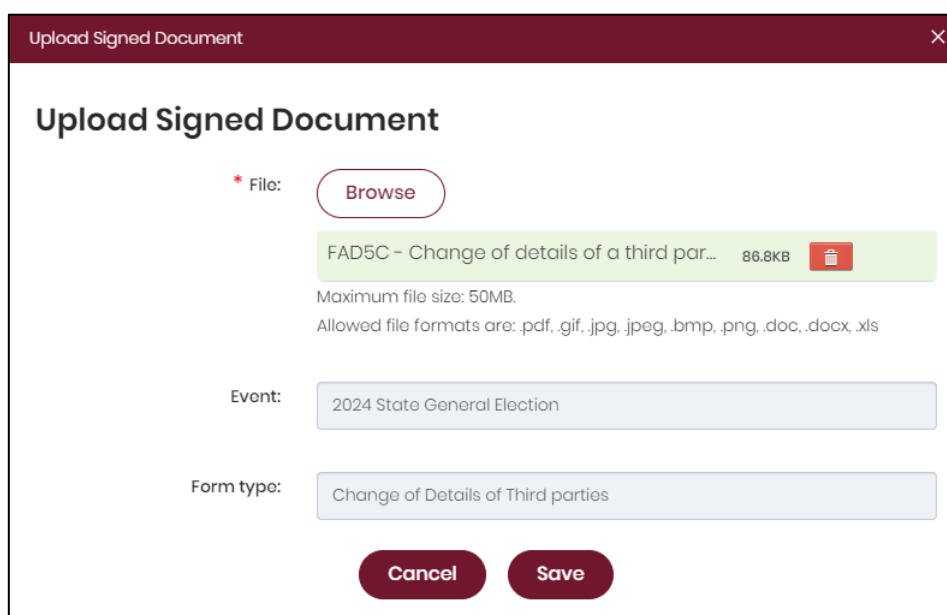
7. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



The screenshot shows the bottom of the form with a message: "You must print, sign and upload the application form before it can be submitted." Below the message are four buttons: "Back", "Print", "Upload", and "Submit". The "Upload" button is highlighted with a red border.

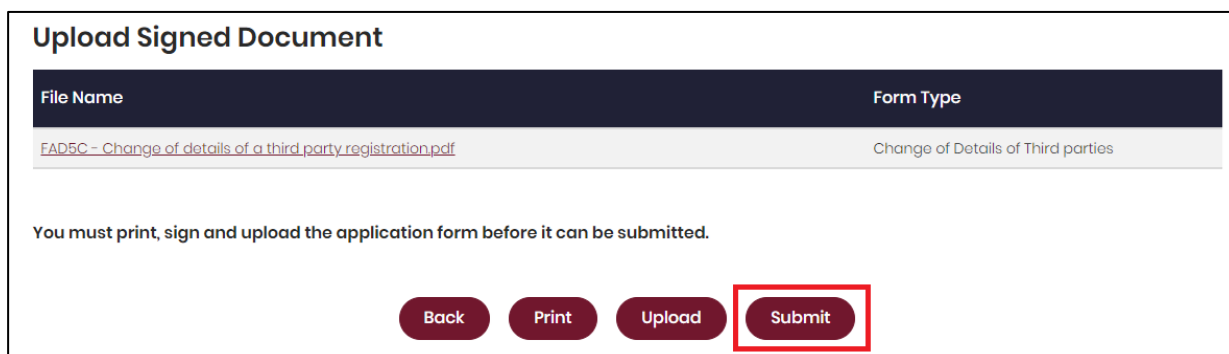
- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the **Edit Registration Details** page in SSP.

8. After clicking **Upload**, browse to the saved file on your device then click **Save**.



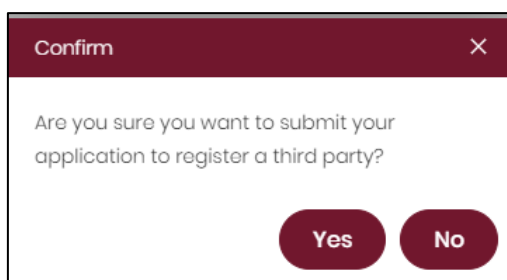
The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. The main heading is "Upload Signed Document". Below it, there is a "File:" label with a red asterisk, followed by a "Browse" button. A file selection bar shows "FAD5C - Change of details of a third par..." with a file size of "86.8KB" and a trash icon. Below the file bar, it states "Maximum file size: 50MB." and "Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two input fields: "Event:" with the value "2024 State General Election" and "Form type:" with the value "Change of Details of Third parties". At the bottom, there are "Cancel" and "Save" buttons.

9. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to update your third party's registration details.



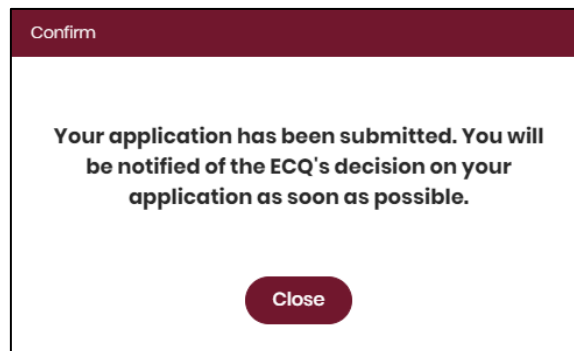
The screenshot shows the "Upload Signed Document" interface. At the top is the heading "Upload Signed Document". Below it is a table with two columns: "File Name" and "Form Type". The table contains one row with the file name "FAD5C - Change of details of a third party registration.pdf" and the form type "Change of Details of Third parties". Below the table, there is a message: "You must print, sign and upload the application form before it can be submitted." At the bottom, there are four buttons: "Back", "Print", "Upload", and "Submit". The "Submit" button is highlighted with a red rectangle.

10. Click **Yes** to confirm your submission.



The screenshot shows a "Confirm" dialog box with a close button (X) in the top right corner. The main text asks: "Are you sure you want to submit your application to register a third party?". At the bottom, there are "Yes" and "No" buttons.

11. Your application to change the details for your third party's registration has now been submitted.



- You can view the status of your application by selecting the **Disclosure** dropdown menu in SSP then choosing **Maintain Registered Third Party**.

7. Adding or removing an agent

A registered third party **individual** may appoint a person to act as their agent for the election. A registered third party **organisation** must appoint an agent for the election. The agent is responsible for ensuring the third party meets their obligations for the election.

If the appointment of an agent ends, the third party must notify the ECQ within 28 days. If the third party is an organisation, another agent must be appointed within 28 days.

To add an agent, please refer to [section 7.1](#).

To remove an agent, please refer to [section 7.2](#).

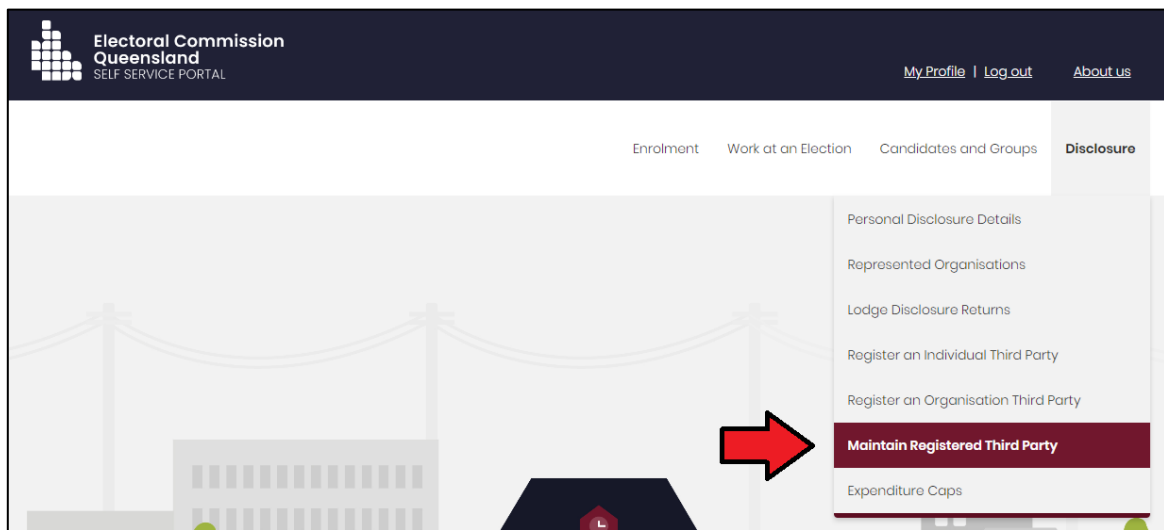
Note:

- If a third party individual does not appoint an agent, they are taken to be their own agent.
- A third party organisation must appoint an agent as part of their application to register for an election.
- An agent can only be added in the Self Service Portal after the third party's application to register has been approved.
- Refer to state [Fact sheet 28 – Funding and disclosure overview for agents](#) (available at ecq.qld.gov.au/factsheets) for more information about agents.

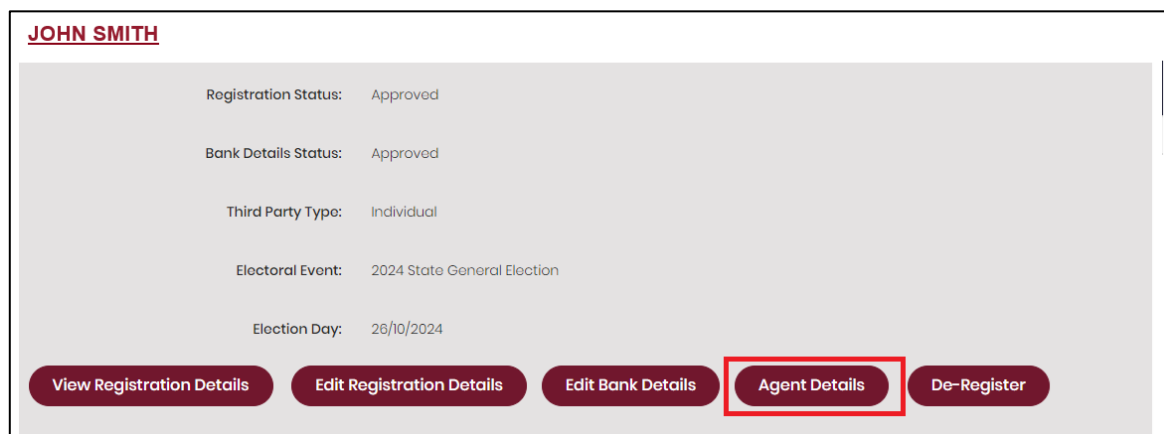
7.1 Adding an agent

To add an agent for the election via the Self Service Portal (SSP), please use the following instructions.

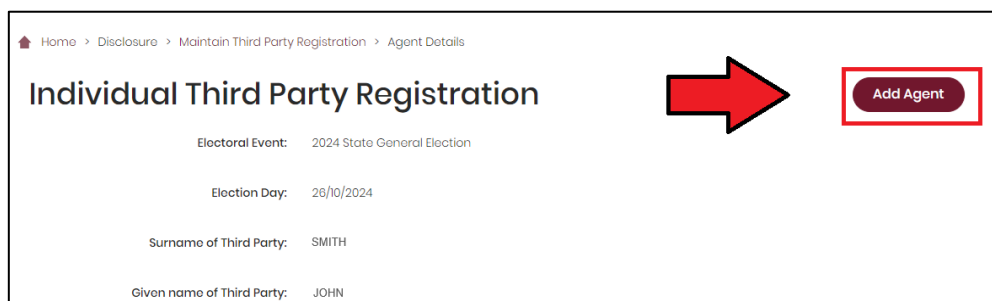
1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Agent Details** under the third party's name.



3. Click **Add Agent** in the top right corner.



Home > Disclosure > Maintain Third Party Registration > Agent Details

Individual Third Party Registration

Electoral Event: 2024 State General Election

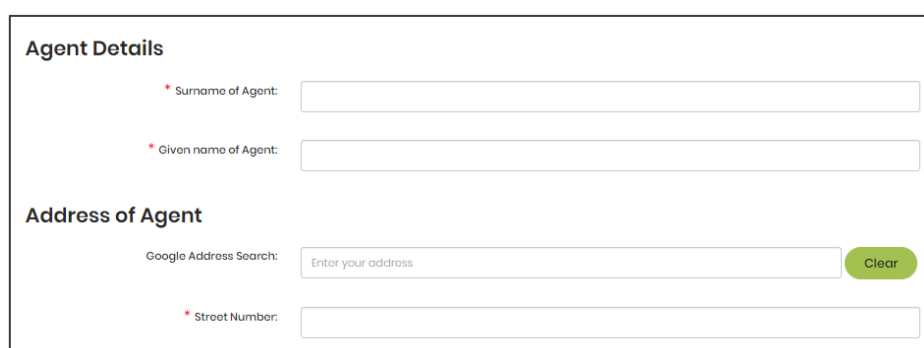
Election Day: 28/10/2024

Surname of Third Party: SMITH

Given name of Third Party: JOHN

Add Agent

4. Provide the details of the person to be appointed as agent for the third party.



Agent Details

* Surname of Agent:

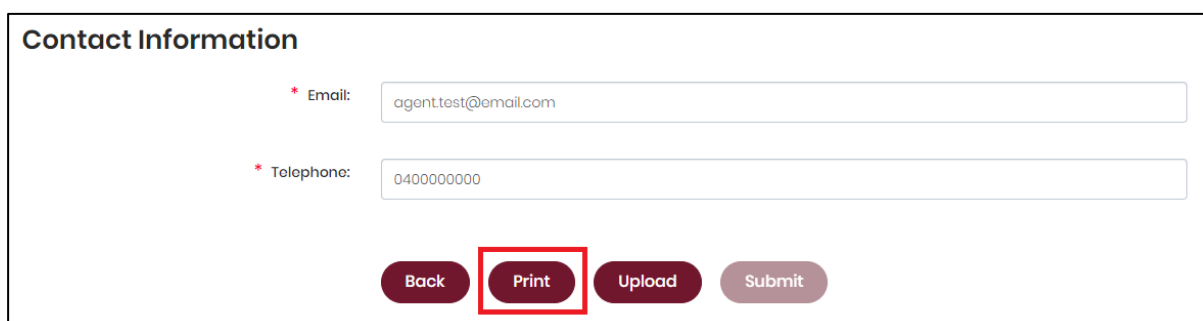
* Given name of Agent:

Address of Agent

Google Address Search:

* Street Number:

- If you are naming yourself as the agent for the organisation, be sure to enter the same email address that you used to create your SSP account.
5. The contact person and the nominated agent for the third party will need to sign the appointment form before it can be submitted. To do this, choose the **Print** button at the bottom of the page.



Contact Information

* Email:

* Telephone:

- The **Upload** button will only be available after you have clicked **Print**.

6. After choosing **Print**, the agent appointment form will open in a new tab or window. The form is automatically filled out with the details you provided in the previous steps. Please check to ensure the details are correct.



The screenshot shows the top portion of a form titled "Appointment of an agent for a third party" from the Electoral Commission Queensland. The logo is in the top left. The title is in large red font. Below the title, there is a light pink box containing four paragraphs of text explaining the role of an agent, the registration process, and the responsibilities of the agent and the third party.

Electoral Commission QUEENSLAND

Appointment of an agent for a third party

A third party may appoint an agent. The agent is responsible for the third party's election funding and financial disclosure obligations under the *Electoral Act 1992* or the *Local Government Electoral Act 2011*. Only one agent can be appointed at a time for each election.

The name of a third party's agent will be entered into the ECQ's Register of Agents. Unless otherwise indicated, all information in this form will be published for public inspection on the ECQ's website.

During any period where no agent is appointed for a registered third party organisation, each member of the executive committee of the organisation becomes responsible for the obligations of the agent.

During any period where no agent is appointed for an individual third party, the individual is responsible for the obligations of the agent.

7. The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.



The screenshot shows the bottom portion of the form, divided into two sections: "Part D: Acceptance of agency appointment" and "Part E: Third party declaration".

Part D: Acceptance of agency appointment

I,

consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or Part 9 division 5 of the *Local Government Electoral Act 2011*.

Signature

Date (dd/mm/yyyy)

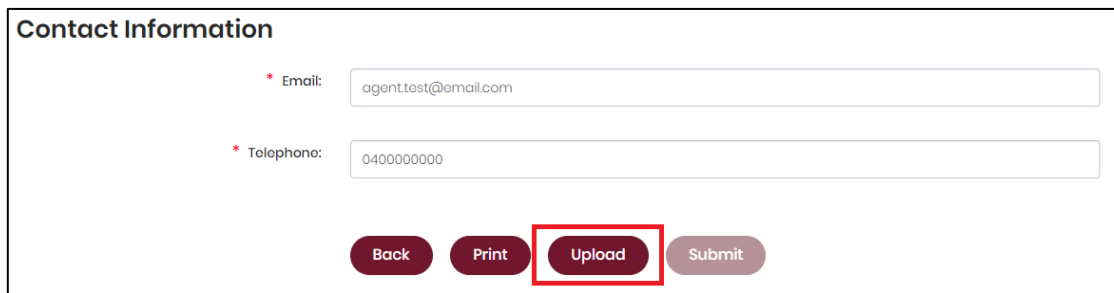
Part E: Third party declaration

Signature of contact person

Date

- The agent and contact person can be the same individual.

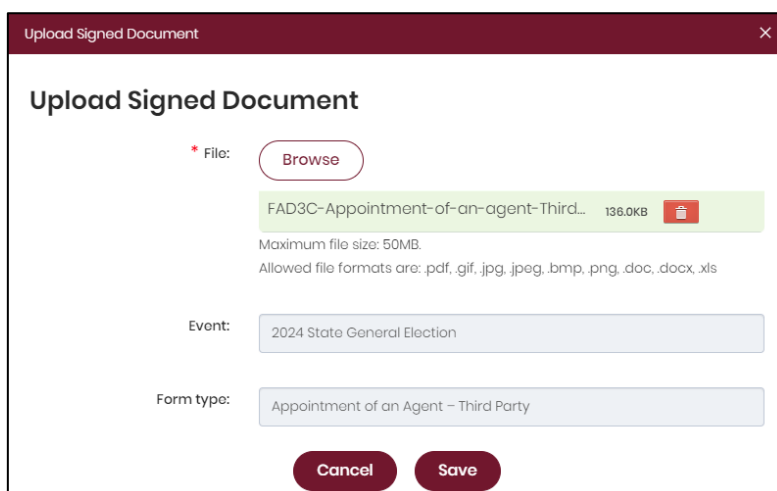
8. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



The screenshot shows a 'Contact Information' form. It has two input fields: '* Email:' with the value 'agent.test@email.com' and '* Telephone:' with the value '0400000000'. Below the fields are four buttons: 'Back', 'Print', 'Upload', and 'Submit'. The 'Upload' button is highlighted with a red rectangular box.

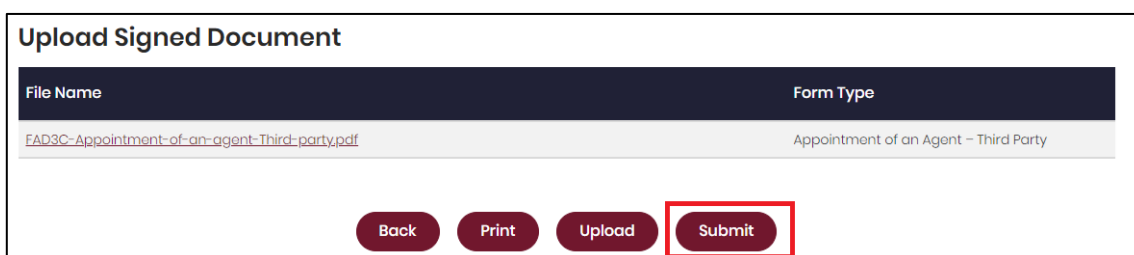
- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the **Agent Details** page in SSP.

9. After clicking **Upload**, browse to the saved file on your device then click **Save**.



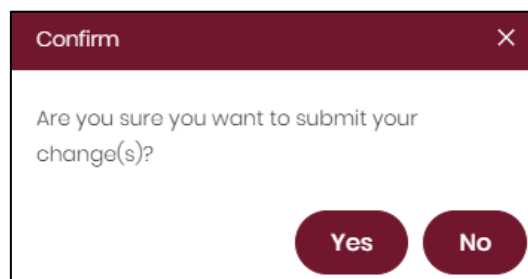
The screenshot shows a dialog box titled 'Upload Signed Document'. It contains a '* File:' label with a 'Browse' button. Below this, a file is listed: 'FAD3C-Appointment-of-an-agent-Third...' with a size of '136.0KB' and a trash icon. Below the file list, it says 'Maximum file size: 50MB.' and 'Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls'. There are two input fields: 'Event:' with the value '2024 State General Election' and 'Form type:' with the value 'Appointment of an Agent – Third Party'. At the bottom are 'Cancel' and 'Save' buttons.

10. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to lodge the agent appointment form.

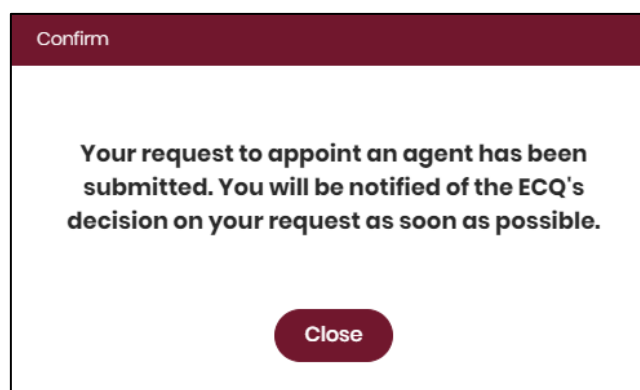


The screenshot shows the 'Upload Signed Document' page. It has a table with two columns: 'File Name' and 'Form Type'. The table contains one row with the file name 'FAD3C-Appointment-of-an-agent-Third-party.pdf' and the form type 'Appointment of an Agent – Third Party'. Below the table are four buttons: 'Back', 'Print', 'Upload', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

11. Select **Yes** to confirm your submission.



12. Your notice of appointment of an agent has now been submitted.

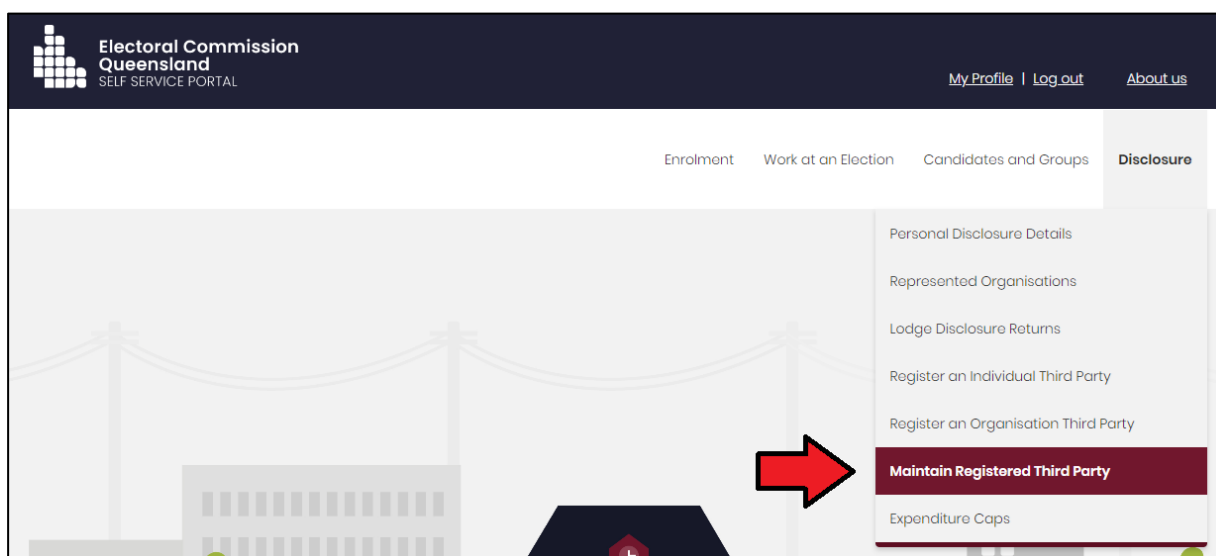


- You will receive an email once the appointment has been processed by ECQ.
- If a person other than yourself was appointed as agent, that person will also need to create their own SSP account following the instructions in [section 3 – Accessing the Self Service Portal](#).

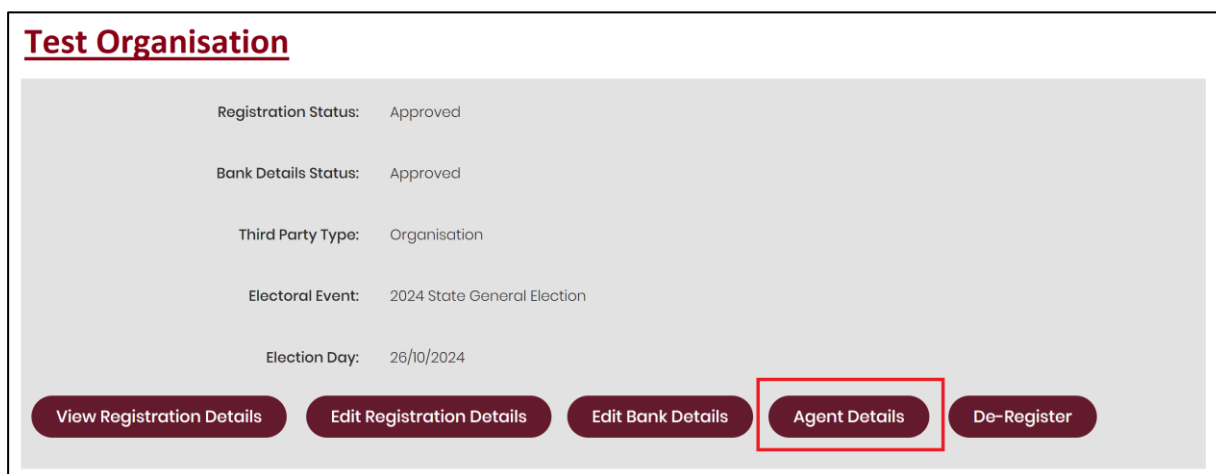
7.2 Removing an agent

To remove an agent for the election via the Self Service Portal (SSP), please use the following instructions.

1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Agent Details** under the third party's name.



3. Click **Remove Agent** in the top right-hand corner.



Home > Disclosure > Maintain Third Party Registration > Agent Details

Organisation Third Party Registration

Remove Agent

Electoral Event: 2024 State General Election

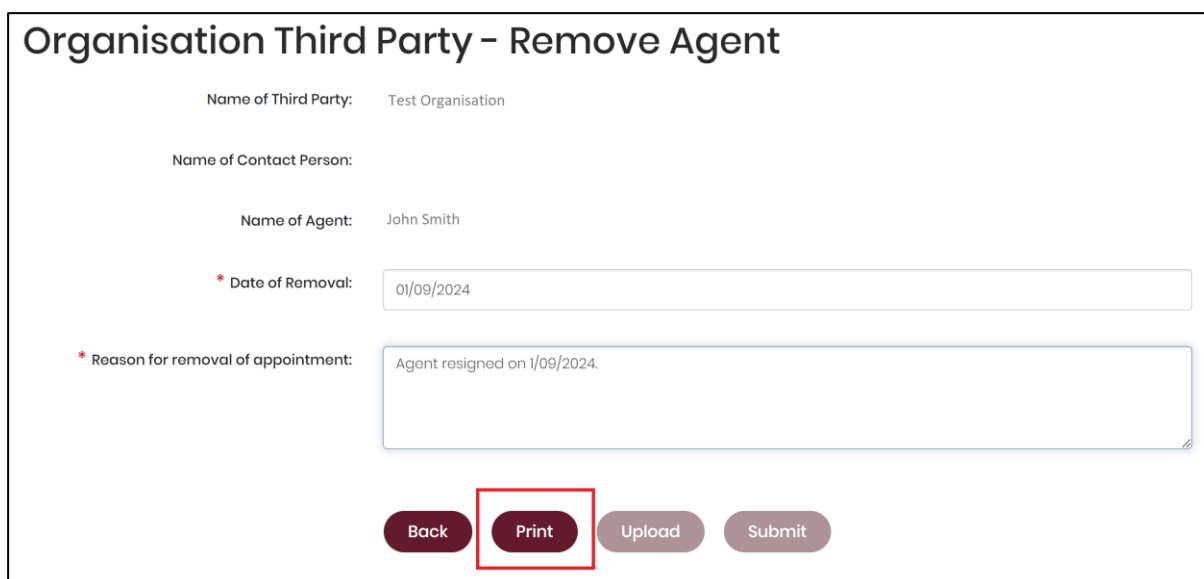
Election Day: 26/10/2024

Name of the Organisation: Test organisation

Type of Organisation:

- ☒ Corporation or Company
- ☐ Unincorporated Association
- ☐ Trust Fund or Foundation
- ☐ Other

4. Enter the **Date of Removal** and a **Reason for removal of appointment** of the agent. Then click **Print**.



Organisation Third Party - Remove Agent

Name of Third Party: Test Organisation

Name of Contact Person:

Name of Agent: John Smith

* Date of Removal: 01/09/2024

* Reason for removal of appointment: Agent resigned on 1/09/2024.

Back **Print** Upload Submit

- The **Upload** button will only be available after you have clicked **Print**.

5. After choosing **Print**, a tab or window called **Removal of an agent** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.

The screenshot shows the top portion of a form titled "Removal of an agent" for the Electoral Commission Queensland. The title is in a large, bold, dark red font. Below it, a subtitle reads "For a registered political party, candidate, or third party". To the left of the title is the Electoral Commission Queensland logo, which consists of a grid of colored squares. Below the subtitle, there is a light pink box containing text about the Electoral Act 1992 and the Local Government Electoral Act 2011. Below this box, the section "Lodgement timeframe" is highlighted in dark red, followed by two lines of smaller text explaining the 28-day revocation period and the requirement for a new agent.

Electoral Commission
QUEENSLAND

Removal of an agent
For a registered political party, candidate, or third party

The Electoral Act 1992 and the Local Government Electoral Act 2011 allows for an electoral participant to revoke the appointment of an agent. Complete this form to revoke an appointment for a registered political party, candidate, or a third party.

Lodgement timeframe
Agent appointments can be revoked at any time. The ECQ must be notified of a revocation within 28 days of the revocation actually occurring.
Political parties and registered third parties must appoint a new agent within 28 days of the revocation occurring.

6. The contact person for the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

The screenshot shows the signature section of the form. It includes a heading "The appointment of the agent has been revoked due to:" followed by a text box containing "Agent resigned on 1/09/2024." Below this is an "IMPORTANT:" notice in all caps, stating that once an agent is removed, the executive committee of the registered political party or third party will be responsible for the agent's obligations until a new agent is appointed. At the bottom, there are two fields: "Signature of contact person or candidate" and "Date", both with input boxes.

The appointment of the agent has been revoked due to:

Agent resigned on 1/09/2024.

IMPORTANT: Once an agent is removed each member of the executive committee of the registered political party or third party (that is not an individual) will be responsible for the obligations of the agent until a new agent is appointed.

Signature of contact person or candidate _____ Date ____ / ____ / ____

7. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

The screenshot shows the bottom section of the form. It has two fields: "* Date of Removal:" with the value "01/09/2024" and "* Reason for removal of appointment:" with the value "Agent resigned on 1/09/2024." Below these fields are four buttons: "Back", "Print", "Upload", and "Submit". The "Upload" button is highlighted with a red rectangular box.

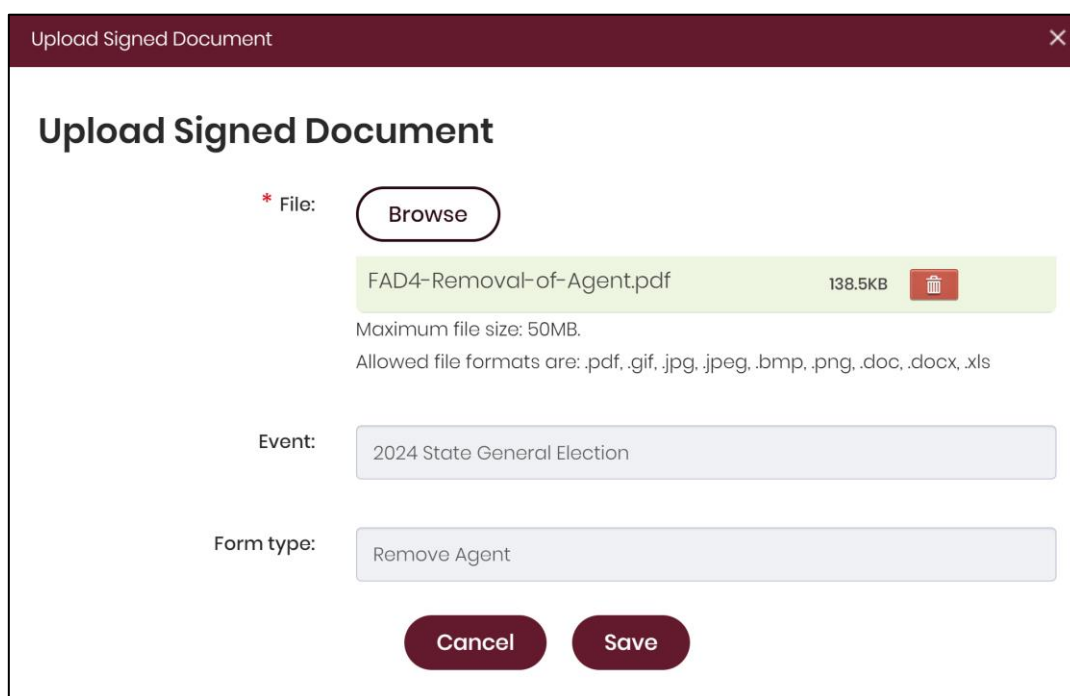
* Date of Removal: 01/09/2024

* Reason for removal of appointment: Agent resigned on 1/09/2024.

Back Print **Upload** Submit

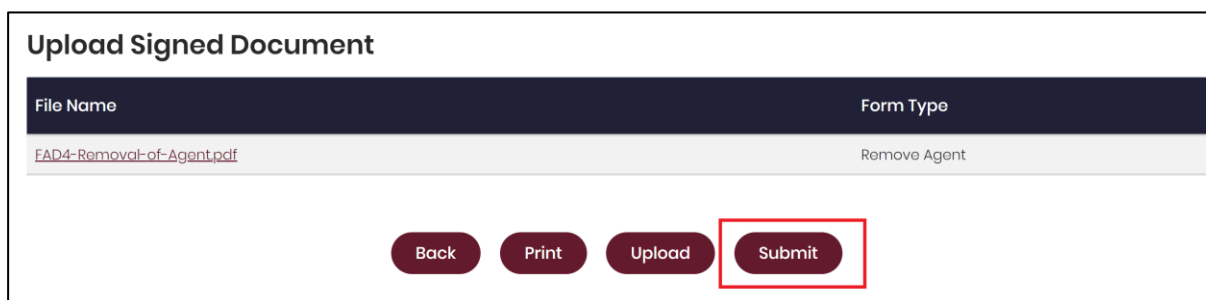
- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the bank details page in SSP.

8. After clicking **Upload**, browse to the saved file on your device then click **Save**.



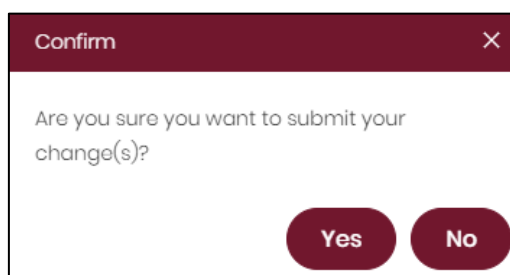
The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. The main heading is "Upload Signed Document". Below it, there is a label "* File:" followed by a "Browse" button. A file named "FAD4-Removal-of-Agent.pdf" is shown with a size of "138.5KB" and a delete icon. Below the file name, it states "Maximum file size: 50MB." and "Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two input fields: "Event:" with the value "2024 State General Election" and "Form type:" with the value "Remove Agent". At the bottom, there are "Cancel" and "Save" buttons.

9. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to lodge the agent removal form.



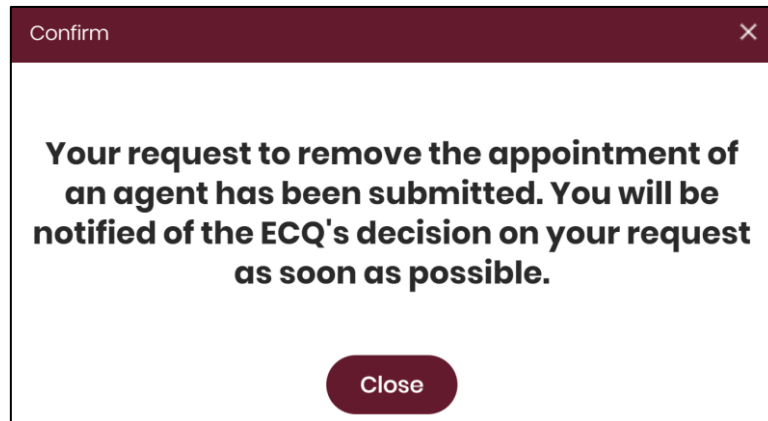
The screenshot shows the "Upload Signed Document" interface. It has a table with two columns: "File Name" and "Form Type". The table contains one row with the file name "FAD4-Removal-of-Agent.pdf" and the form type "Remove Agent". Below the table, there are four buttons: "Back", "Print", "Upload", and "Submit". The "Submit" button is highlighted with a red border.

10. Click **Yes** to confirm your submission.



The screenshot shows a "Confirm" dialog box with a close button (X) in the top right corner. The text inside says "Are you sure you want to submit your change(s)?". At the bottom, there are "Yes" and "No" buttons.

11. Your notice of removal of an agent has now been submitted.

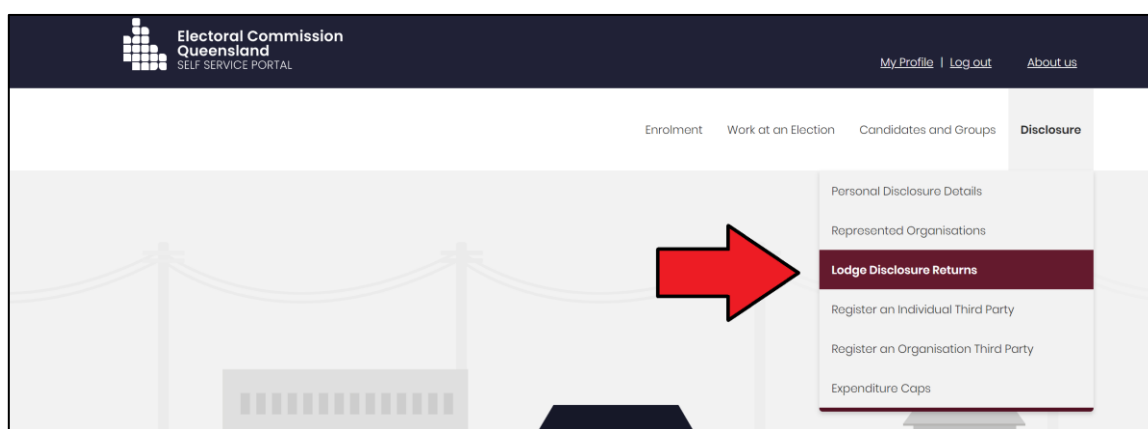


- You will receive an email once the removal has been processed by ECQ.
- If you need to add a new agent for the registered third party, please refer to [section 7.1 – Adding an agent](#) for instructions.

8. Logging into EDS

Once you have registered in the Self Service Portal (SSP) (see [section 3](#)), you can log into the Electronic Disclosure System (EDS) at any time by using the following instructions.

1. When logged into SSP (selfserv.elections.qld.gov.au), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



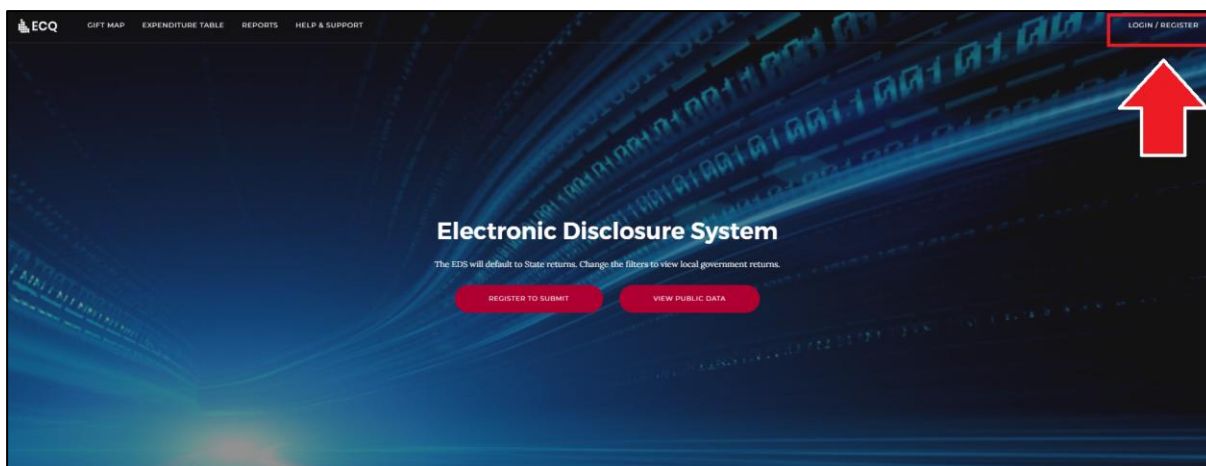
2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.

A screenshot of the 'Consent to share your details' page. The page header includes the Queensland Government logo and 'Digital ID Exchange'. The main heading is 'Consent to share your details'. Below it, a message states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains the email address 'test@email.com' and a note: 'These details are from your digital identity. If they are incorrect, please update them with your digital identity provider.' Below this box is a checkbox with the text 'I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom, there are links for 'Cancel' and 'Continue', and a note: 'By giving consent you agree to our terms of use and privacy statement.'

3. You will now see the main page of EDS.

The screenshot shows the 'Recipient Submissions' page in the EDS. The left sidebar contains navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data. The main content area has a header 'Recipient Submissions' with a sub-header 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below this are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. A search bar and various filters (Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, Election periods, Calendar Based Reporting Period, Political Donation, Electoral committee) are present. An 'Apply' button is next to the filters. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table shows '0 of 0 items'.

4. You can also access EDS directly at disclosures.ecq.qld.gov.au. Choose **Login/Register** in the top right-hand corner.



5. Log into EDS using your QDI email address and password.

The screenshot shows the Queensland Government login page. The header features the Queensland Government logo and the text 'Welcome'. Below this is the sub-header 'Login to Queensland Digital Identity'. The login form consists of two input fields: 'Email address*' and 'Password*'. There is a 'Forgot password?' link below the password field. A blue 'Continue' button is at the bottom of the form. Below the button, there is a link 'Don't have an account? Sign up'.

6. If you haven't accessed EDS before, you will see the same consent screen pictured in step 2. Otherwise, the main page of EDS will appear.

Recipient Submissions
View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

Search Complete Status: all Revision Status: all Status: all True Source: all

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount

From To Election periods: all Calendar Based Reporting Period: all Political Donation: all

Electoral committee: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
Showing 0-0 of 0 items							

9. Disclosing a gift made in EDS

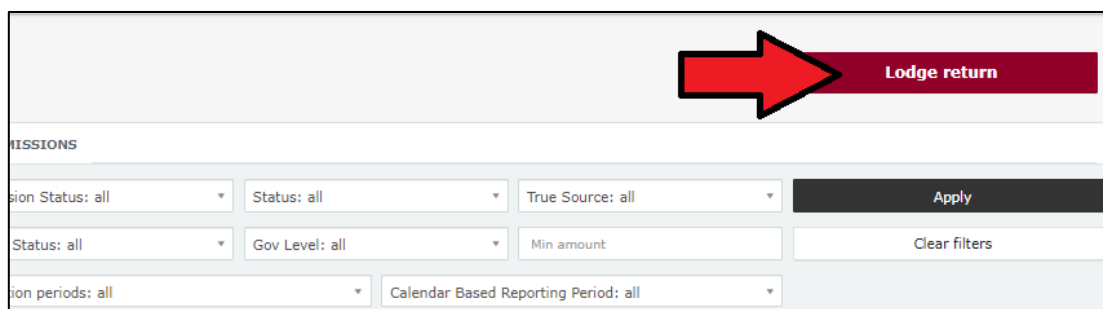
A registered third party that makes a gift of \$1,000 or more to or for the benefit of a state candidate or a registered political party must lodge a return with the ECQ within 7 business days.

Gifts are cumulative. It does not matter if a gift was made in small amounts or all at once. Once the threshold of \$1,000 is met, all previous and future gifts to the same election participant must be disclosed.

Note: Refer to the [Glossary](#) for key terms and definitions.

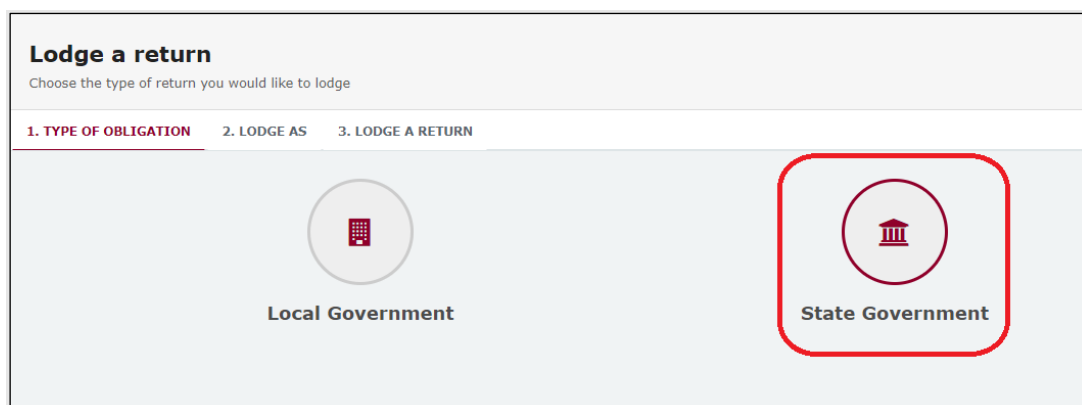
To lodge a return for a gift made to candidate in a state election or a registered political party, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button is a section titled "MISSIONS" containing several filter dropdowns: "Election Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", and "Reporting periods: all". There are also "Apply" and "Clear filters" buttons.

2. Under Type of Obligation, select **State Government**.



The screenshot shows the "Lodge a return" screen. At the top, it says "Choose the type of return you would like to lodge". Below this are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". Under the "1. TYPE OF OBLIGATION" tab, there are two options: "Local Government" (represented by a building icon) and "State Government" (represented by a building icon). The "State Government" option is highlighted with a red rounded rectangle.

3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. **LODGE AS** 3. LODGE A RETURN

Donor/Third Party - Individual **Donor/Third Party - Organisation** Agent for an Unregistered Third Party Individual

4. Choose the **Lodge** button under **Reporting a gift (donation) made after 01/07/2022**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - INDIVIDUAL 3. **LODGE A RETURN**

Individual
Reporting a gift (donation) made before 01/07/2022
Lodge
Learn more

Individual
Reporting a gift (donation) made after 01/07/2022
Lodge
Learn more

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - ORGANISATION 3. **LODGE A RETURN**

Organisation
Reporting a gift (donation) made before 01/07/2022
Lodge
Learn more

Organisation
Reporting a gift (donation) made after 01/07/2022
Lodge
Learn more

5. Your details will be pre-filled. Select the gift type using the **I am reporting** dropdown menu (e.g., a gift).

Organisation
Reporting a gift (donation) made

State

Your details

Title*
Third Party Organisation

Street*
1 King St

Suburb*
Coomera

State*
QLD

ABN
123456789

ACN
123456789

I am reporting
a gift
a gift-in-kind
a fundraising contribution
another type of gift

+ made to

6. Choose the recipient type from the **+ made to** dropdown menu (e.g., a registered political party or a state candidate).

I am reporting
a gift

+ made to
Registered Political Party
State Candidate

7. Complete all mandatory fields such as recipient name and address, description of gift, date made and value of gift.

Reporting a Gift made to Registered Political Party

Recipient's Name*
Political Party A

Street*
1 Queen St

Suburb*
Rockhampton

State*
QLD

Postcode*
4700

Gift Particulars

Description of Gift*
monetary donation

Amount*
4000

Date made*
27/07/2024

Did you receive a gift that enabled you to make all or part of this gift?
☐ Yes ☒ No

Current Total **\$4000.00**

I am reporting
a gift

+ made to
Registered Political Party

Save Draft Submit

- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
- Additional gifts can be disclosed by selecting options from the **I am reporting** and **+ made to** buttons at the bottom of the page and repeating the steps above.

8. If a person or entity gave you a gift (e.g. money) in order to allow you to make the gift you are disclosing, answer **Yes** to the question '**Did you receive a gift that enabled you to make all or part of the gift?**'

Otherwise, answer **No**.

Did you receive a gift that enabled you to make all or part of this gift? * ?

☐ Yes ☐ No

9. The question in the bottom radio button **Is this amount a political donation?** must be answered.

Is this amount a political donation? * ?

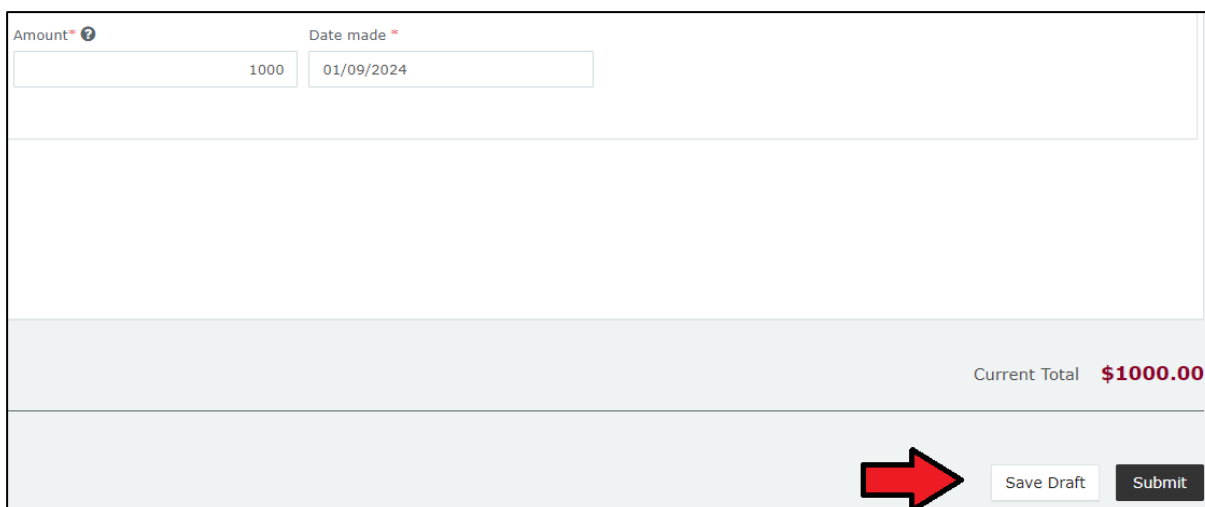
☐ Yes ☐ No



- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Gifted electoral expenditure is also considered a political donation whether or not there is a donor statement.
- There are caps on the amount of political donations that can be made to a state candidate or registered political party.
- If you are not sure if the gift is a political donation or not, state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) may help.

- If the gift is a political donation, you will need to identify if it was received by or for an electoral committee for an electoral district. An electoral committee is a committee that is established by a registered political party to help elect a candidate in a particular electoral district.


10. When you have finished disclosing gifts made, select **Submit**.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.

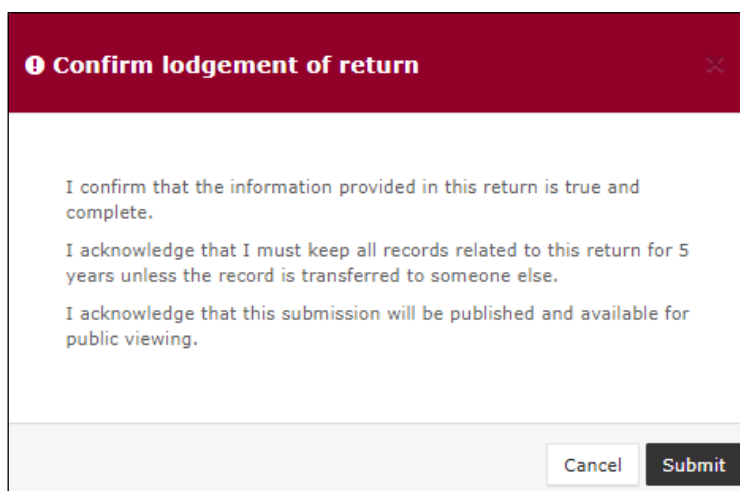



Amount  1000 Date made  01/09/2024

Current Total **\$1000.00**

 Save Draft Submit

11. Choose **Submit** again to confirm the information in your return is accurate.



Confirm lodgement of return 

I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

Cancel Submit

12. Your return will appear on your My Submissions page under the **My Donor Submissions** tab. It will also display on the public Gift Map and Reports pages within 24 hours.

The screenshot shows the 'Donor Submissions' page in the ECQ system. The page has a sidebar on the left with navigation links: 'My Submissions', 'My Donors', 'Periodic Returns', 'Lodge returns', 'My Pending Submissions', 'Drafts', 'Reports', 'Gift Map', 'Expenditures Table', 'Historical Data', and 'Help Centre'. The main content area is titled 'Donor Submissions' and includes a sub-header 'View or amend lodged returns, lodge another return.' Below this, there are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS' (which is selected and highlighted with a red box), 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. A search bar and several filter dropdowns (Complete Status, Revision Status, Status, True Source, Source type, Enabling Gift, Late Status, Gov Level, Election periods, Calendar Based Reporting Period) are present. Below the filters is a table with the following columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, and Actions. A single row is displayed with the following data: Status 'UNREC' (highlighted in orange), Date Gift Made '01-12-2019', Type 'Gift', Donor 'John Smith', Receiver 'Bob Finner', and Amount '\$1,000.00'. The page footer indicates 'Showing 1-1 of 1 items'.

- If the value of the gift reported is \$1,000 or more (cumulative to the same recipient), the received **Status** will display as **UNREC** (unreconciled) until the recipient lodges a corresponding return.

10. Disclosing a gift received in EDS

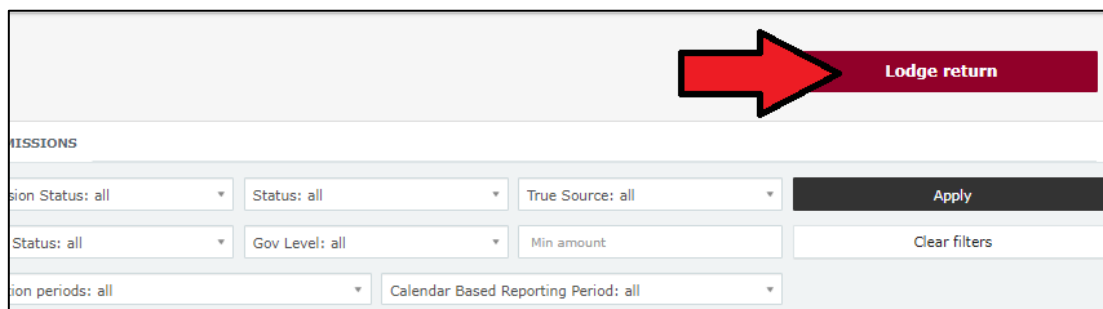
A registered third party who receives a gift of \$1,000 or more (cumulative from the same donor) is required to disclose the details of the gift in a return if they use it to incur or reimburse expenditure for a political purpose in a state general election or by-election.

Expenditure for a political purpose includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

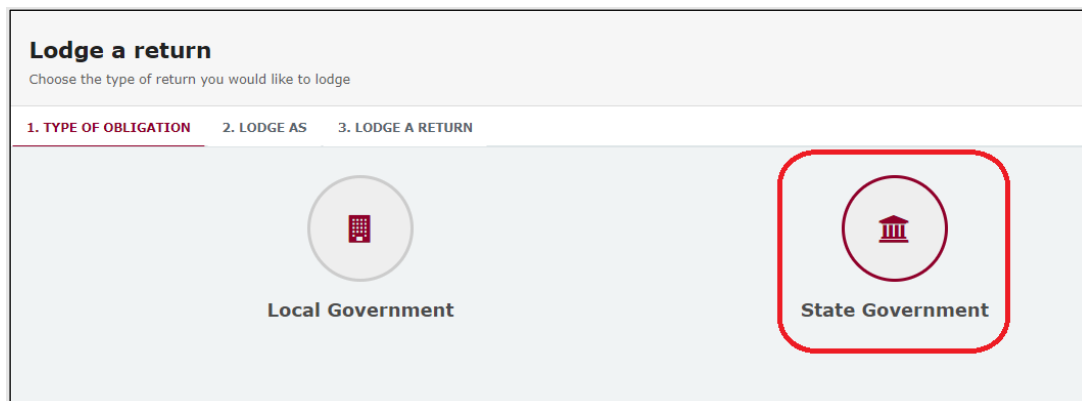
Note: Refer to the [Glossary](#) for key terms and definitions.

To lodge a return for a gift received, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



2. Under Type of Obligation, select **State Government**.



3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. **Lodge as** 3. LODGE A RETURN

Donor/Third Party - Individual
Donor/Third Party - Organisation
Agent for an Unregistered Third Party Individual

4. Choose the **Lodge** button under **Reporting a gift (donation) received**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - INDIVIDUAL 3. **LODGE A RETURN**

Individual
Reporting a gift (donation) made before 01/07/2022
Lodge
Learn more

Individual
Reporting a gift (donation) made after 01/07/2022
Lodge
Learn more

Individual
Reporting a gift (donation) received
Lodge
Learn more

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - ORGANISATION 3. **LODGE A RETURN**

Organisation
Reporting a gift (donation) made before 01/07/2022
Lodge
Learn more

Organisation
Reporting a gift (donation) made after 01/07/2022
Lodge
Learn more

Organisation
Reporting a gift (donation) received
Lodge
Learn more

5. Your details will be pre-filled. Use the **I am reporting** dropdown menu to choose the type of gift received (e.g., a gift-in-kind or a fundraising contribution).

Organisation
Reporting a gift (donation) received
State

Your details

Title*
My Third Party

Street*
1 Road Street

Suburb*
Warwick

State*
QLD

ABN
123456789

ACN
123456789

I am reporting
a gift
a gift-in-kind
a fundraising contribution
another type of gift

+ received from

6. Choose the donor type from the **+ received from** dropdown menu.

I am reporting
a gift
a gift-in-kind
a fundraising contribution
another type of gift

+ received from
an Individual
a Corporation
an Unincorporated Association
a Trust Fund or Foundation
Another type of Entity

7. Complete all mandatory fields, such as name and address of the entity giving the gift, description of gift received, amount and date made.

Reporting a Gift received from a corporation

Name*
Corporate Corporation

Street*
1 Street Lane

Suburb*
Brisbane

State*
QLD

Gift Particulars

Description of Gift Received*
monetary donation

Amount*
6000

Date made*
27/07/2024

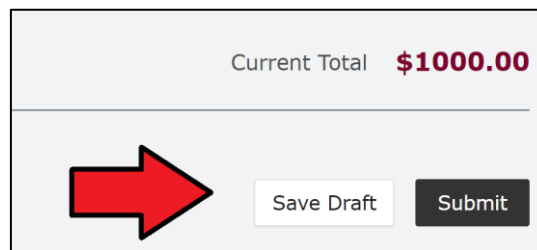
Date gift used*
27/07/2024

Event*
2024 State General Election


- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
- Depending on the person or entity who gave the gift, you may be required to enter additional information. State [Fact sheet 5 – Definition of gifts, loans and political donations](#) has further information about what may be required.
- Additional gifts can be disclosed by selecting options from the **I am reporting** and **+ received from** buttons at the bottom of the page and repeating the steps above.

8. When you have finished disclosing gifts received, select **Submit**.

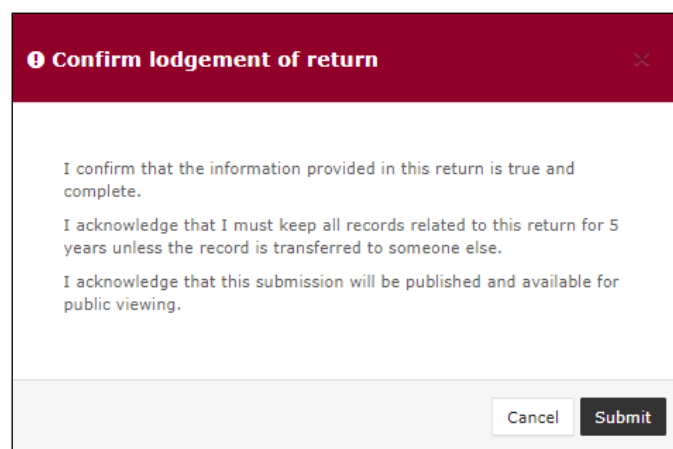
If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



Current Total **\$1000.00**



9. Choose **Submit** again to confirm the information in your return is accurate.



Confirm lodgement of return ×

I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

10. The gift received will display on the My Submissions page under the **My Recipient Submissions** tab. It will also display on the public Gift Map and Reports pages.

Recipient Submissions

View or amend lodged returns, lodge another return.

Lodge return

MY RECIPIENT SUBMISSIONS

MY DONOR SUBMISSIONS

MY LOAN SUBMISSIONS

MY EXPENDITURE SUBMISSIONS

Search

Q

Complete Status: all

Revision Status: all

Status: all

True Source: all

Apply

Donor type: all

Recipient type: all

Late Status: all

Gov Level: all

Min amount

Max amount

Clear filters

From

To

Election periods: all

Calendar Based Reporting Period: all

Political Donation: all

Electoral committee: ...

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
NCR	01-08-2024 By Jane Smith	Gift	John Smith	Jane Smith	\$1,000.00	NonPolitical	Actions

Show 25

Apply

showing 1-1 of 1 items

<

1

>

- The return **Status** will display as **NCR** (no corresponding return) to signify that a corresponding return from the donor is not required.

11. Submitting an election summary return

Agents of registered third parties are required to lodge an election summary return (ESR) within 15 weeks of election day.

In this return, you must disclose the total amount of electoral expenditure and gifted electoral expenditure that the registered third party incurred for the election.

Electoral expenditure can be disclosed individually (see [section 11.1](#)) or by using a bulk upload spreadsheet (see [section 11.2](#)). The bulk upload spreadsheet is recommended when there is a large number of items to disclose.

If no amounts of electoral expenditure or gifted electoral expenditure need to be disclosed for the election, please refer to [section 11.1](#) (steps 1 to 7).

Once all electoral expenditure (if any) has been entered into the ESR, the return summary must be completed (see [section 11.3](#)).

Note:

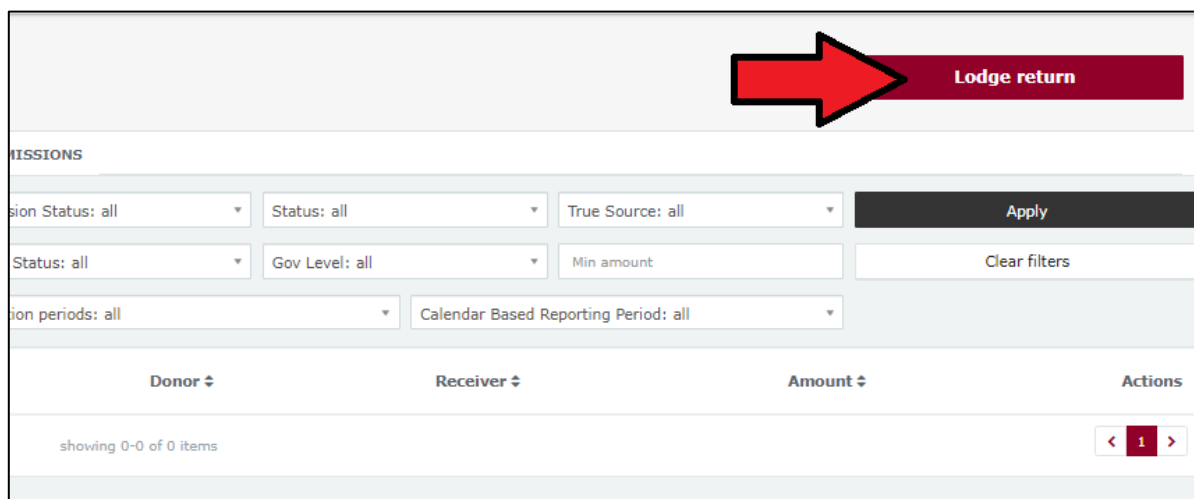
- Refer to the [Glossary](#) for key terms and definitions
- Even if no electoral expenditure was incurred or gifted for the election, an ESR must still be lodged.

11.1 Disclosing electoral expenditure individually

To disclose individual amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

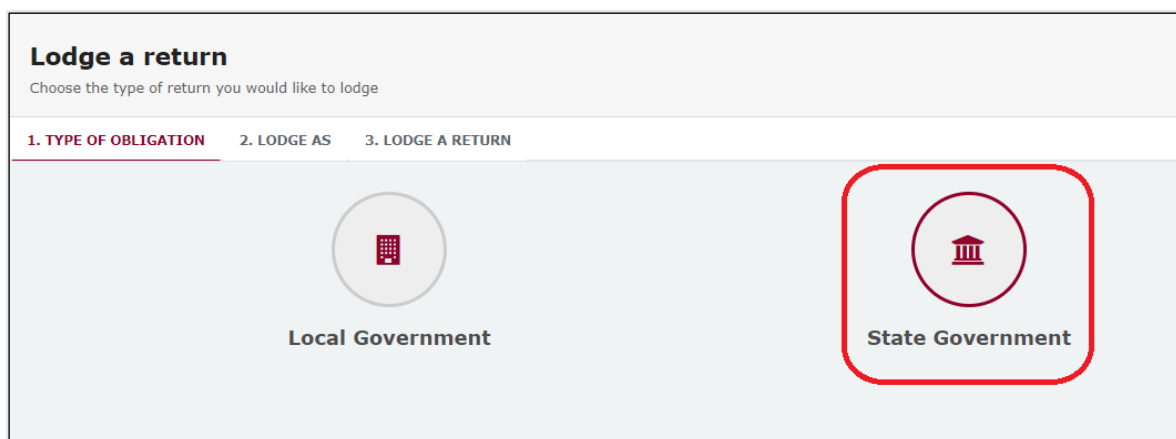
If no amounts need to be disclosed, please refer to steps 1 to 7 below.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the top right corner of the EDS interface. A red arrow points to a maroon button labeled "Lodge return". Below this, there are several filter sections. The first section, titled "MISSIONS", contains three dropdown menus: "Mission Status: all", "Status: all", and "True Source: all", followed by an "Apply" button. The second section contains two dropdown menus: "Status: all" and "Gov Level: all", followed by a "Min amount" input field and a "Clear filters" button. The third section contains two dropdown menus: "Reporting periods: all" and "Calendar Based Reporting Period: all". Below these filters is a table header with columns: "Donor", "Receiver", "Amount", and "Actions". At the bottom of the table, it says "showing 0-0 of 0 items" and a pagination control showing "1" between arrows.

2. Under Type of Obligation, select **State Government**.



The screenshot shows the "Lodge a return" screen. At the top, it says "Lodge a return" and "Choose the type of return you would like to lodge". Below this are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active. It shows two options: "Local Government" and "State Government". The "State Government" option is highlighted with a red rounded rectangle. Each option has a circular icon above it: a building icon for "Local Government" and a classical building icon for "State Government".

3. If you are lodging as or on behalf of an individual, choose **Agent for a Registered Third Party Individual**.

If you are lodging on behalf of an organisation, choose **Agent for a Registered Third Party Organisation**.

The screenshot shows the 'Lodge a return' interface. At the top, it says 'Choose the type of return you would like to lodge'. Below this are three tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT', '2. LODGE AS' (which is selected and underlined in red), and '3. LODGE A RETURN'. Under the '2. LODGE AS' tab, there are five options arranged in a 2x2 grid with a fifth option centered below. Each option has a circular icon with a red person or building symbol. The options are: 'Donor/Third Party - Individual', 'Agent for a Registered Third Party Individual' (highlighted with a red rounded rectangle), 'Agent for an Unregistered Third Party Individual', 'Donor/Third Party - Organisation', and 'Agent for a Registered Third Party Organisation' (also highlighted with a red rounded rectangle).

4. Choose the **Lodge** button under **Submitting an election summary return**.

This screenshot shows the 'Lodge a return' screen after selecting 'Agent for a Registered Third Party Individual'. The header 'Lodge a return' and the instruction 'Choose the type of return you would like to lodge' are at the top. Below are two tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT' and '2. LODGE AS: REGISTERED' (selected). A large circular icon with a red group of people symbol is centered. Below it, the text 'Agent for a Registered Third Party Individual' is displayed, followed by 'Submitting an election summary return'. At the bottom, there is a red 'Lodge' button and a 'Learn more' link.

This screenshot shows the 'Lodge a return' screen after selecting 'Agent for a Registered Third Party Organisation'. The header 'Lodge a return' and the instruction 'Choose the type of return you would like to lodge' are at the top. Below are two tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT' and '2. LODGE AS: REGISTERED' (selected). A large circular icon with a red group of people symbol is centered. Below it, the text 'Agent for a Registered Third Party Organisation' is displayed, followed by 'Submitting an election summary return'. At the bottom, there is a red 'Lodge' button and a 'Learn more' link.

5. You may need to select the name of your third party from the drop-down menu. The third party's address (and ABN/ACN if applicable) will auto-populate once the name is selected.

The screenshot shows a web form titled "Agent for Registered Third Party Organisation" with a sub-header "Submitting an election summary return" and a "Bulk upload" button. The "Your details" section contains fields for "Agent full name" (John Smith), "Third party organisation" (Test Organisation Pty Ltd), "Address" (1 Eagle St, Brisbane, QLD 4000), "ABN", and "ACN" (123456789).

6. Using the **Event** dropdown menu, make sure the correct election is chosen.

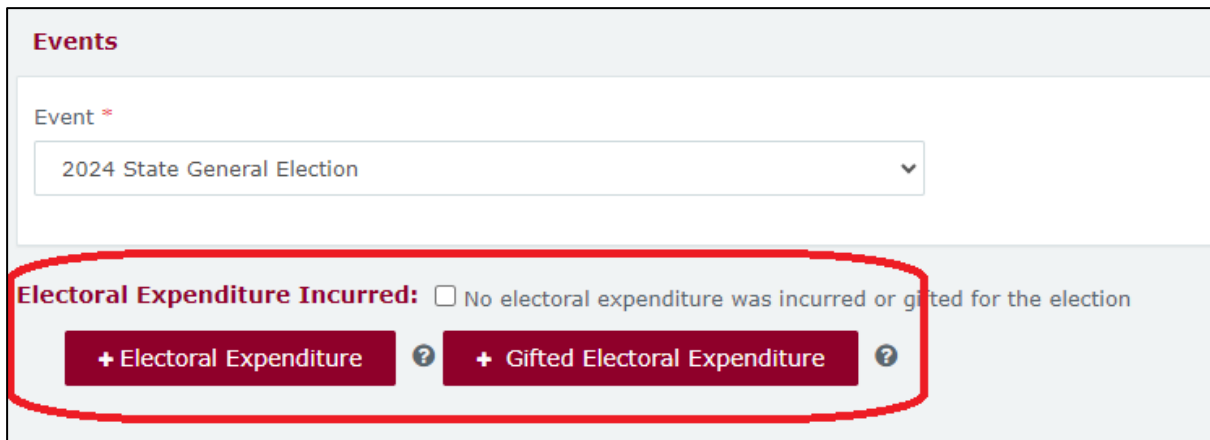
The screenshot shows the "Events" section with a dropdown menu labeled "Event" and a red asterisk. The selected option is "2024 State General Election".

7. If your third party did not incur any electoral expenditure or gifted electoral expenditure, check the **No electoral expenditure was incurred or gifted for the election** box. Then choose **Next** and proceed to [section 11.3 - Completing the return summary](#).

Otherwise, skip to step 8 below.

The screenshot shows the "Events" section with the "Event" dropdown set to "2024 State General Election". Below it, the "Electoral Expenditure Incurred" section has a checkbox labeled "No electoral expenditure was incurred or gifted for the election" which is checked. A red arrow points to this checkbox. At the bottom right, there are "Save Draft" and "Next" buttons, with a red arrow pointing to the "Next" button.

8. To disclose an item of expenditure, choose **+ Electoral expenditure** or **+ Gifted electoral expenditure** depending on the type of expenditure incurred.



Events

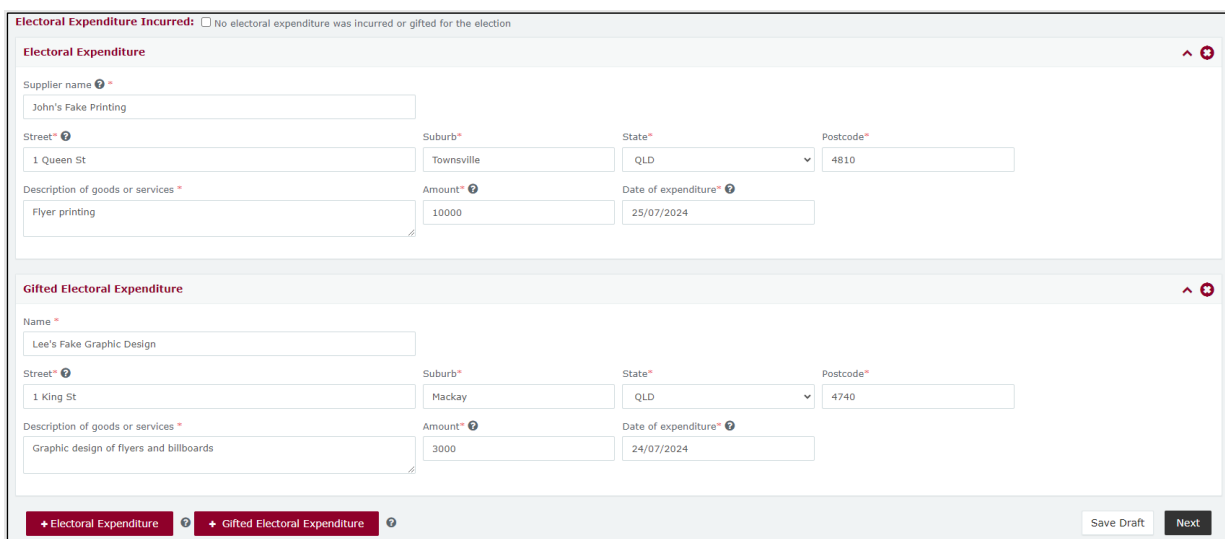
Event ^{*}

2024 State General Election

Electoral Expenditure Incurred: ☐ No electoral expenditure was incurred or gifted for the election

+ Electoral Expenditure ? **+ Gifted Electoral Expenditure** ?

9. Enter all mandatory electoral expenditure or gifted electoral expenditure information such as supplier name and address, description of goods or services, amount and date.



Electoral Expenditure Incurred: ☐ No electoral expenditure was incurred or gifted for the election

Electoral Expenditure

Supplier name ^{*}

John's Fake Printing

Street^{*} Suburb^{*} State^{*} Postcode^{*}

1 Queen St Townsville QLD 4810

Description of goods or services^{*} Amount^{*} Date of expenditure^{*}

Flyer printing 10000 25/07/2024

Gifted Electoral Expenditure

Name ^{*}

Lee's Fake Graphic Design

Street^{*} Suburb^{*} State^{*} Postcode^{*}

1 King St Mackay QLD 4740

Description of goods or services^{*} Amount^{*} Date of expenditure^{*}

Graphic design of flyers and billboards 3000 24/07/2024

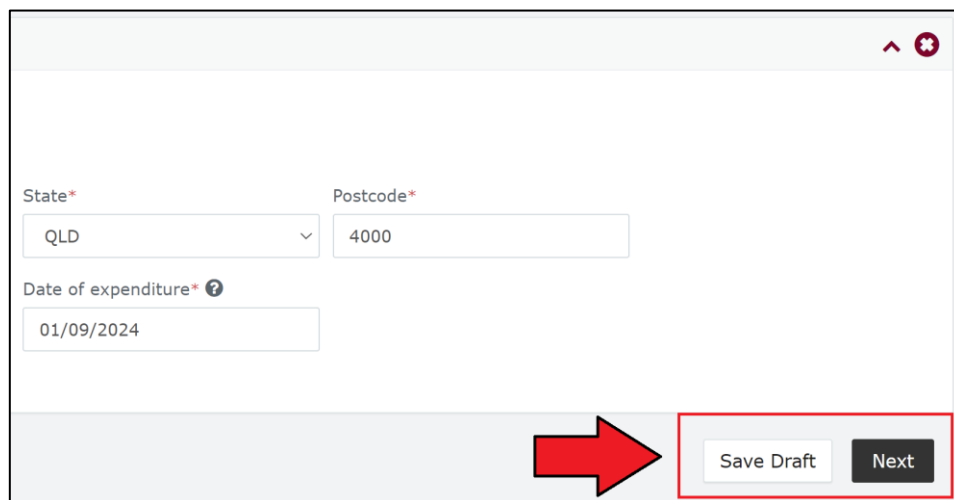
+ Electoral Expenditure ? **+ Gifted Electoral Expenditure** ?

Save Draft Next

- Select **+ Electoral Expenditure** or **+ Gifted Electoral Expenditure** at the bottom of the page to enter additional items.

10. Once you have entered all items, you can choose the **Next** button in the lower right-hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



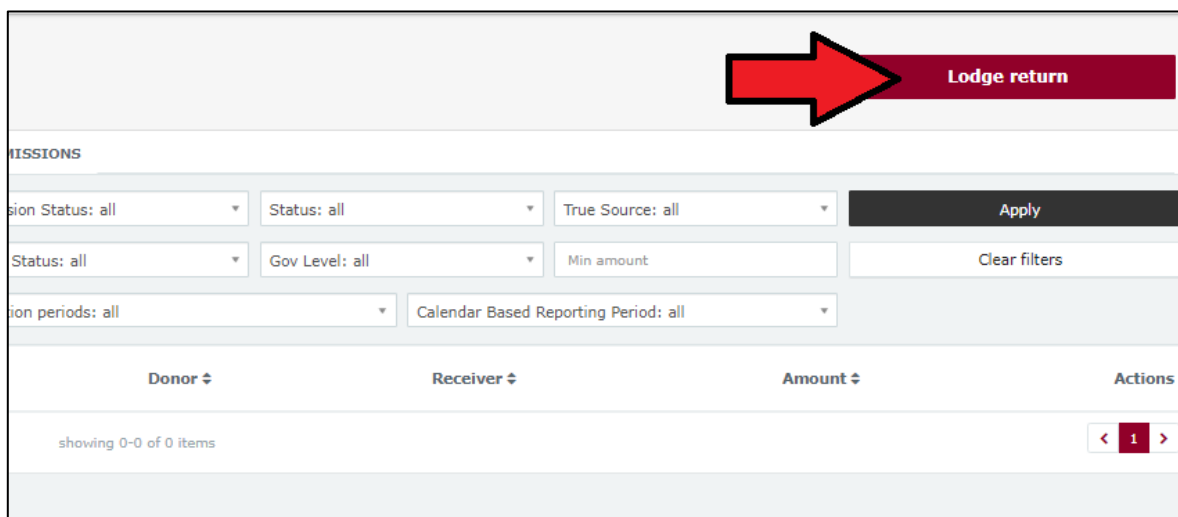
The screenshot shows a web form with three input fields: 'State*' with a dropdown menu showing 'QLD', 'Postcode*' with the value '4000', and 'Date of expenditure*' with a date picker showing '01/09/2024'. At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A large red arrow points from the left towards the 'Next' button, which is highlighted with a red rectangular border.

11. Skip to [section 11.3 – Completing the return summary](#) to finalise your ESR.

11.2 Disclosing electoral expenditure using a bulk upload spreadsheet

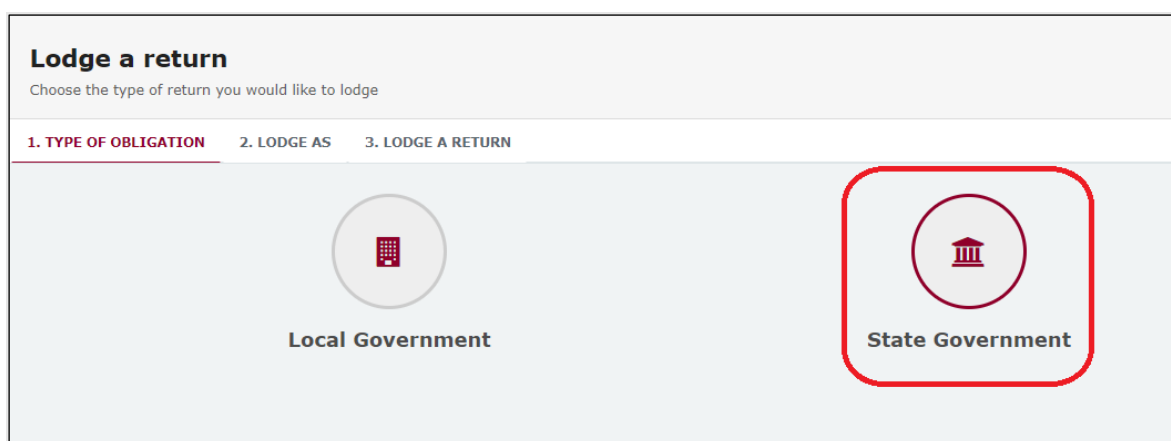
To disclose multiple amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the top right corner of the EDS interface. A red arrow points to a maroon button labeled "Lodge return". Below this, there are several filter sections. The first section is titled "MISSIONS" and contains three dropdown menus: "Mission Status: all", "Status: all", and "True Source: all", followed by an "Apply" button. The second section contains two dropdown menus: "Status: all" and "Gov Level: all", followed by a "Min amount" input field and a "Clear filters" button. The third section contains two dropdown menus: "Reporting periods: all" and "Calendar Based Reporting Period: all". Below these filters is a table header with columns: "Donor", "Receiver", "Amount", and "Actions". At the bottom of the table, it says "showing 0-0 of 0 items" and a pagination control showing "1" between arrows.

2. Under Type of Obligation, select **State Government**.



The screenshot shows the "Lodge a return" screen. At the top, it says "Lodge a return" and "Choose the type of return you would like to lodge". Below this are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active. It shows two options: "Local Government" with a building icon and "State Government" with a classical building icon. The "State Government" option is highlighted with a red rounded rectangle.

3. If you are lodging as or on behalf of an individual, choose **Agent for a Registered Third Party Individual**.

If you are lodging on behalf of an organisation, choose **Agent for a Registered Third Party Organisation**.

The screenshot shows the 'Lodge a return' interface. At the top, it says 'Choose the type of return you would like to lodge'. Below this are three tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT', '2. LODGE AS' (which is selected and underlined in red), and '3. LODGE A RETURN'. Under the '2. LODGE AS' tab, there are five options arranged in a 2x2 grid with a fifth option centered below. Each option has a circular icon with a red person or building symbol. The options are: 'Donor/Third Party - Individual', 'Agent for a Registered Third Party Individual' (highlighted with a red rounded rectangle), 'Agent for an Unregistered Third Party Individual', 'Donor/Third Party - Organisation', and 'Agent for a Registered Third Party Organisation' (also highlighted with a red rounded rectangle).

4. Choose the **Lodge** button under **Submitting an election summary return**.

This screenshot shows the 'Lodge a return' screen after selecting 'Agent for a Registered Third Party Individual'. The header 'Lodge a return' and the instruction 'Choose the type of return you would like to lodge' are at the top. Below are two tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT' and '2. LODGE AS: REGISTERED' (selected). A large circular icon with a red group of people symbol is centered. Below it, the text 'Agent for a Registered Third Party Individual' is displayed, followed by 'Submitting an election summary return'. At the bottom, there is a red 'Lodge' button and a 'Learn more' link.

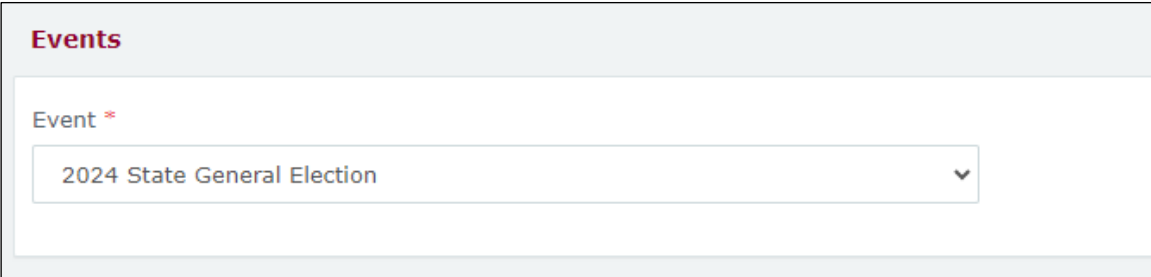
This screenshot shows the 'Lodge a return' screen after selecting 'Agent for a Registered Third Party Organisation'. The header 'Lodge a return' and the instruction 'Choose the type of return you would like to lodge' are at the top. Below are two tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT' and '2. LODGE AS: REGISTERED' (selected). A large circular icon with a red group of people symbol is centered. Below it, the text 'Agent for a Registered Third Party Organisation' is displayed, followed by 'Submitting an election summary return'. At the bottom, there is a red 'Lodge' button and a 'Learn more' link.

5. You may need to select the name of your third party from the drop-down menu. The third party's address (and ABN/ACN if applicable) will auto-populate once the name is selected.



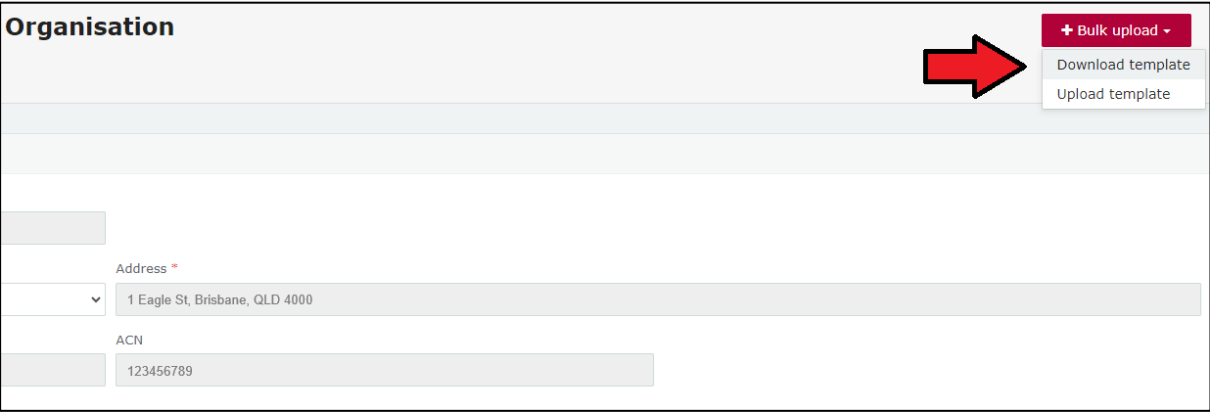
The screenshot shows a web form titled "Agent for Registered Third Party Organisation" with a sub-header "Submitting an election summary return". In the top right corner, there is a red button labeled "+ Bulk upload". Below the header, there is a section titled "Your details" containing several input fields: "Agent full name" (with the text "John Smith"), "Third party organisation" (a dropdown menu showing "Test Organisation Pty Ltd"), "Address" (a text field with "1 Eagle St, Brisbane, QLD 4000"), "ABN" (a text field), and "ACN" (a text field with "123456789").

6. Using the **Event** dropdown menu, make sure the correct election is chosen.



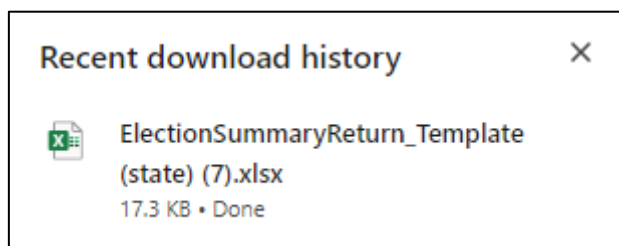
The screenshot shows a section titled "Events" with a dropdown menu labeled "Event". The dropdown menu is open, showing the selected option "2024 State General Election".

7. Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.

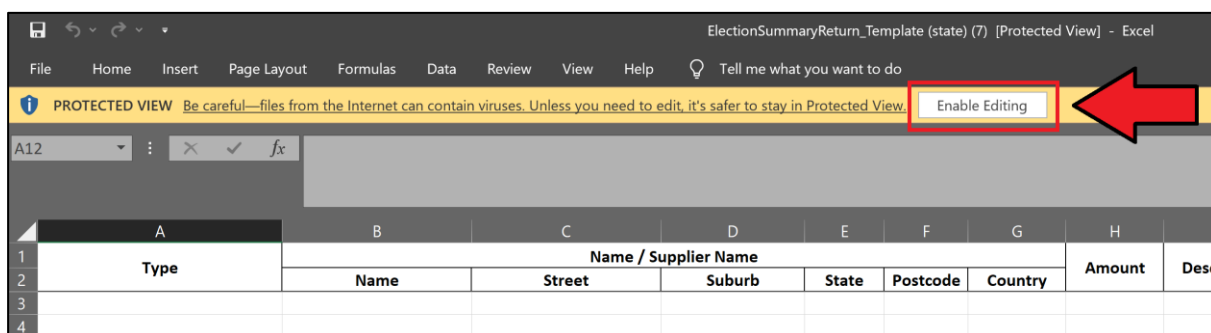


The screenshot shows a section titled "Organisation". In the top right corner, there is a red button labeled "+ Bulk upload". A red arrow points to this button. A dropdown menu is open below the button, showing two options: "Download template" and "Upload template". Below the dropdown menu, there are input fields for "Address" (with "1 Eagle St, Brisbane, QLD 4000") and "ACN" (with "123456789").

8. Open the excel file from your recent downloads.



9. Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).



10. Enter all mandatory fields in the spreadsheet.

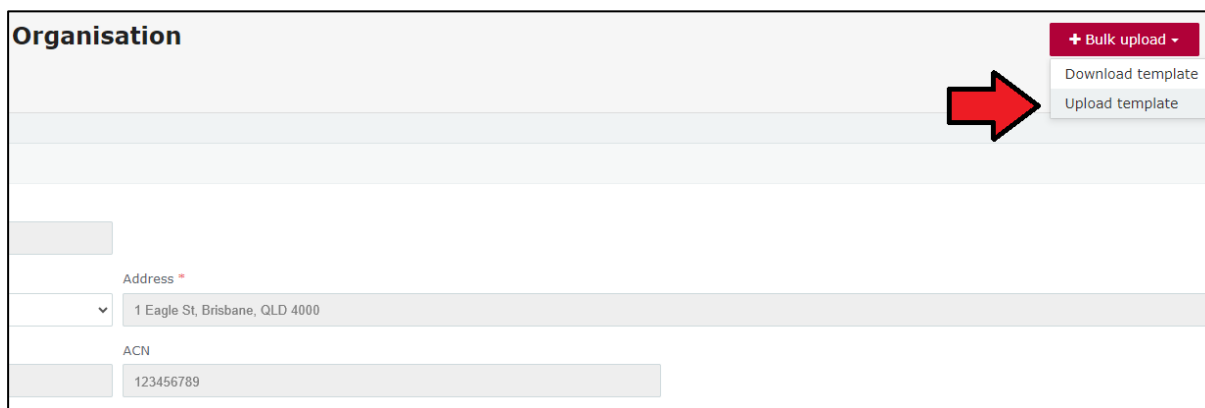
Type	Name / Supplier Name						Amount	Description of goods or services	Date of expenditure
	Name	Street	Suburb	State	Postcode	Country			
Electoral Expenditure	Printer Shop Y	1 Queen St	Mount Isa	QLD	4825		\$4,500.00	Printed flyers for mailouts	7/07/2024
Gifted Electoral Expenditure	Printer Shop T	1 Print St	Brisbane	QLD	4000		\$3,000.00	Printed business cards	10/08/2024

- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.
- **Country** is only required for overseas addresses.

Handy tip! To save time, download the bulk upload template at the beginning of your election spending and complete it as expenditure is incurred.

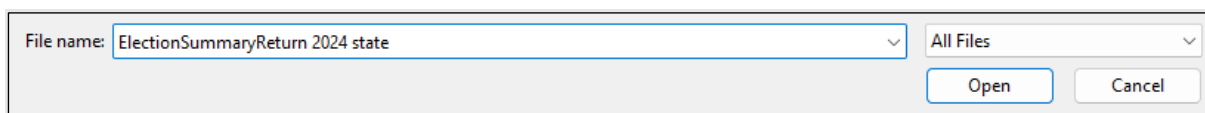
11. Save the file to a safe location on your device.

12. Return to EDS and use the **+ Bulk upload** dropdown menu to choose **Upload template**.



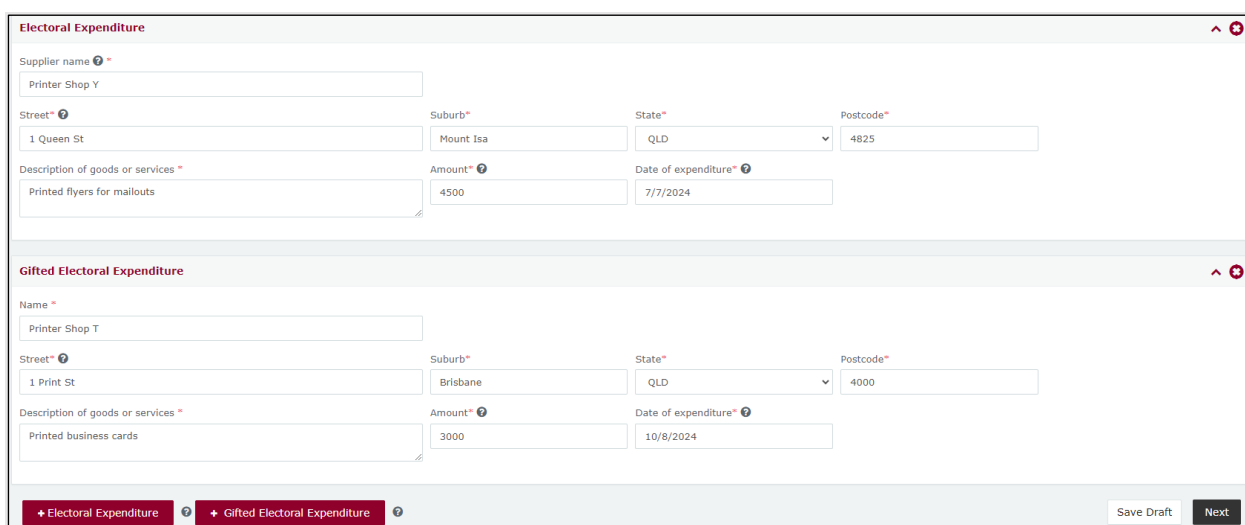
The screenshot shows the 'Organisation' form. At the top right, there is a dropdown menu labeled '+ Bulk upload'. A red arrow points to this menu. The dropdown menu is open, showing two options: 'Download template' and 'Upload template'. Below the menu, the form fields are visible: 'Address' (1 Eagle St, Brisbane, QLD 4000) and 'ACN' (123456789).

13. Select the bulk upload spreadsheet from where it is saved on your computer.



The screenshot shows a file selection dialog box. The 'File name' field contains 'ElectionSummaryReturn 2024 state'. The 'All Files' dropdown is selected. The 'Open' button is highlighted.

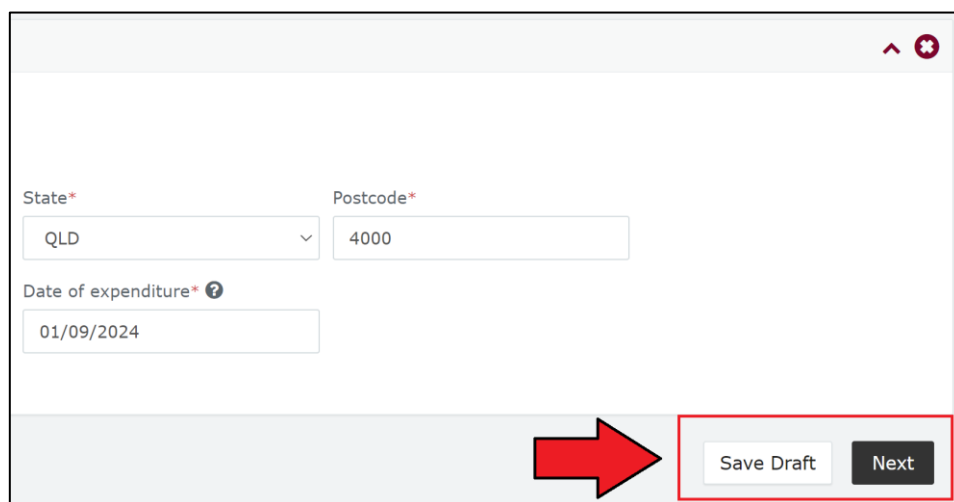
14. The items of electoral expenditure and gifted electoral expenditure will populate the page. Check to make sure there are no missing fields or errors.



The screenshot shows two forms: 'Electoral Expenditure' and 'Gifted Electoral Expenditure'. The 'Electoral Expenditure' form has fields for Supplier name (Printer Shop Y), Street (1 Queen St), Suburb (Mount Isa), State (QLD), Postcode (4825), Description of goods or services (Printed flyers for mailouts), Amount (4500), and Date of expenditure (7/7/2024). The 'Gifted Electoral Expenditure' form has fields for Name (Printer Shop T), Street (1 Print St), Suburb (Brisbane), State (QLD), Postcode (4000), Description of goods or services (Printed business cards), Amount (3000), and Date of expenditure (10/8/2024). At the bottom, there are buttons for '+ Electoral Expenditure', '+ Gifted Electoral Expenditure', 'Save Draft', and 'Next'.

15. If you are finished adding items of electoral expenditure, you can choose the **Next** button in the lower right hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



The screenshot shows a web form with three input fields: 'State*' with a dropdown menu showing 'QLD', 'Postcode*' with the value '4000', and 'Date of expenditure*' with the value '01/09/2024'. At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A large red arrow points from the left towards these buttons, which are enclosed in a red rectangular box. The form is set against a light gray background with a white header area.

16. Continue to [section 11.3 – Completing the return summary](#) to finalise your ESR.

11.3 Completing the return summary

The return summary page displays a summary of all electoral expenditure and gifted electoral expenditure disclosed on the previous page.

To complete the return summary section and lodge your ESR, please use the following instructions.


1. Check to ensure the **Total Gifted Electoral Expenditure** and **Total Electoral Expenditure Incurred** accurately reflect your own records.

Return summary	
Gifted Electoral Expenditure	Electoral Expenditure Incurred
Amount \$2,701.00	Amount \$2,600.00
Gifted Electoral Expenditure Reported 2	Electoral Expenditure Reported 2
Total Gifted Electoral Expenditure \$2,701.00	Total Electoral Expenditure Incurred \$2,600.00

2. In the **Bank Statement** section, select **Upload Files** to upload a bank statement from the third party's state campaign bank account.

Bank Statement

You are required to upload a bank statement for the Third Party's State campaign account, covering the entire reporting period. If you do not have this statement ready, save this return in draft, and complete your return once you have the bank statement. Your return is not complete until you submit a bank statement.

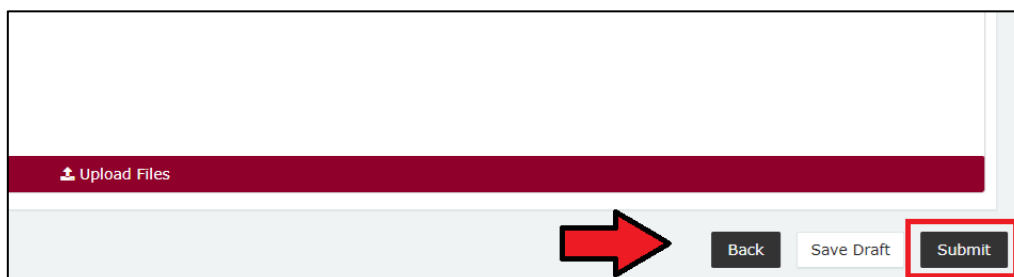

State
campaign
account
bank

Upload Files

- Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for each file.
- The bank statement must cover the start of the capped expenditure period for the election or the earliest date on which electoral expenditure was incurred.

3. Choose **Submit** to lodge your ESR in EDS.

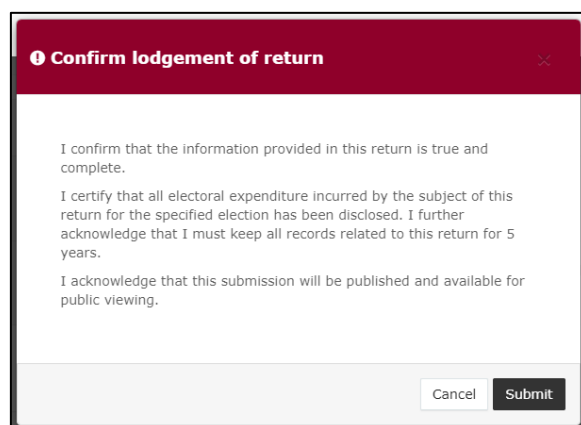
If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



The screenshot shows a web interface with a dark red header bar containing an 'Upload Files' button. Below the header is a light grey bar with three buttons: 'Back', 'Save Draft', and 'Submit'. A large red arrow points from the left towards the 'Submit' button, which is also enclosed in a red rectangular box.

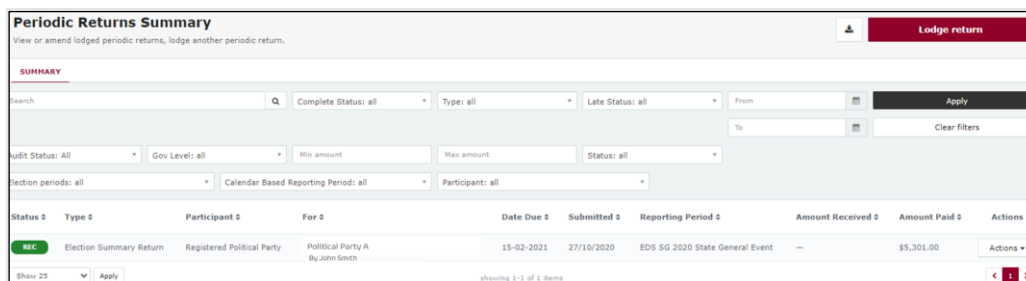
- If no amounts were disclosed, the button will appear as **Submit Nil Return**.

4. Review the **Confirm lodgement of return** message and choose **Submit**.



The screenshot shows a modal dialog box titled 'Confirm lodgement of return'. It contains three paragraphs of text: 'I confirm that the information provided in this return is true and complete.', 'I certify that all electoral expenditure incurred by the subject of this return for the specified election has been disclosed. I further acknowledge that I must keep all records related to this return for 5 years.', and 'I acknowledge that this submission will be published and available for public viewing.' At the bottom right, there are two buttons: 'Cancel' and 'Submit'.


5. Once submitted, the ESR will be visible on the **Periodic Returns Summary** page and the public **Reports** page.



The screenshot shows the 'Periodic Returns Summary' page. It includes a search bar, filter dropdowns for 'Complete Status', 'Type', 'Late Status', 'From', 'To', 'Audit Status', 'Gov Level', 'Min amount', 'Max amount', 'Status', 'Section periods', 'Calendar Based Reporting Period', and 'Participant'. Below the filters is a table with the following data:

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Registered Political Party	Political Party A By John Smith	15-02-2021	27/10/2020	EDS SG 2020 State General Event	—	\$5,301.00	Actions

At the bottom, there is a 'Show 25' dropdown, an 'Apply' button, and a pagination indicator 'Showing 1-1 of 1 items'.

- 
- If you realise you have made an error after submitting your return, please refer to [section 12 – Amending a return in EDS](#) for instructions on how to request an amendment.

12. Amending a return in EDS

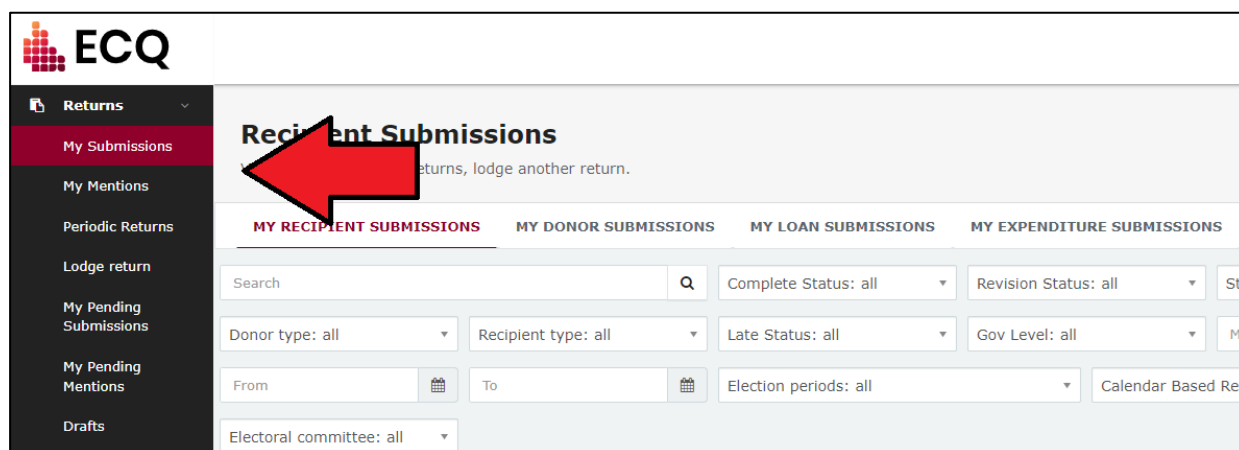
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

Existing returns are found under the side menu options as follows:

- **My Submissions**
 - **My Recipient Submissions** – displays existing returns for gifts received
 - **My Donor Submissions** – displays existing returns for gifts made
 - **My Loan Submissions** – displays existing returns for loans received
 - **My Expenditure Submissions** – displays existing returns for electoral expenditure incurred (local government only).
- **Periodic Returns** - displays existing periodic and election summary returns.

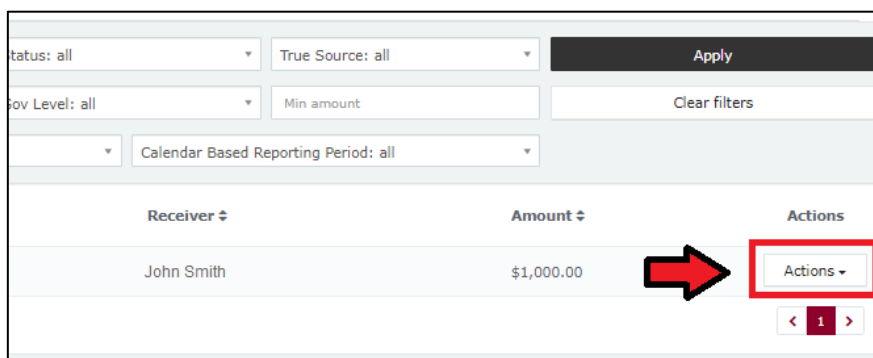
To request an amendment to a return in EDS, please use the following instructions.

1. When you are logged into EDS, select **My Submissions** or **Periodic Returns** from the left side menu.



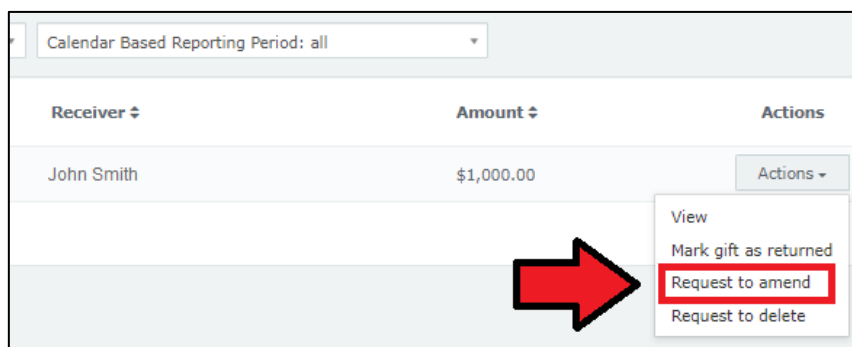
- If required, click the relevant tab to locate your return (e.g. My Recipient Submissions).

- Find the return you wish to amend and click the **Actions** dropdown.



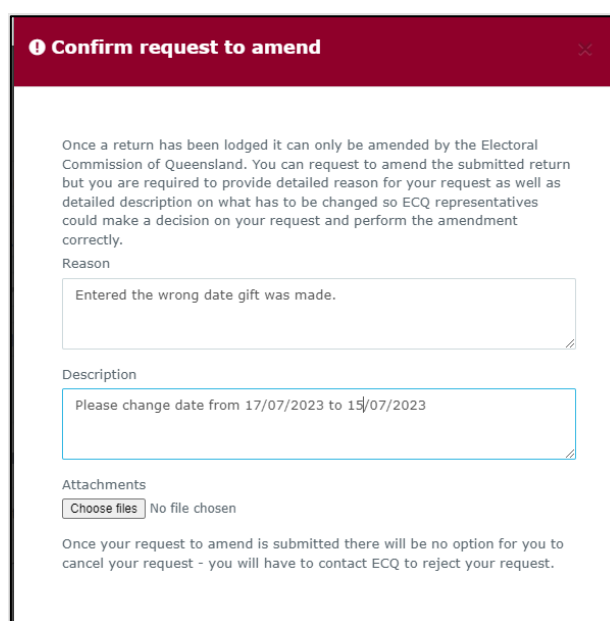
The screenshot shows a search results interface. At the top, there are filter controls: 'Status: all', 'True Source: all', 'Apply', 'Gov Level: all', 'Min amount', 'Clear filters', and 'Calendar Based Reporting Period: all'. Below these is a table with three columns: 'Receiver', 'Amount', and 'Actions'. The first row contains 'John Smith' and '\$1,000.00'. A red arrow points to the 'Actions' dropdown menu for this row, which is highlighted with a red box. Below the table, there is a pagination control showing '< 1 >'.

- Select **Request to amend**.



The screenshot shows the 'Actions' dropdown menu for the 'John Smith' entry. The menu is open, showing options: 'View', 'Mark gift as returned', 'Request to amend', and 'Request to delete'. A red arrow points to the 'Request to amend' option, which is highlighted with a red box.

- In the pop-up box, enter a **Reason** for amending the return and a **Description** of the change requested.



The screenshot shows a pop-up box titled 'Confirm request to amend'. It contains the following text: 'Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.' Below this text are two text input fields: 'Reason' and 'Description'. The 'Reason' field contains the text 'Entered the wrong date gift was made.' and the 'Description' field contains the text 'Please change date from 17/07/2023 to 15/07/2023'. Below these fields is an 'Attachments' section with a 'Choose files' button and the text 'No file chosen'. At the bottom, there is a warning: 'Once your request to amend is submitted there will be no option for you to cancel your request - you will have to contact ECQ to reject your request.'

- Files can be attached to support your request by selecting **Choose Files** and uploading the files from your device.

5. Choose the **Request to amend** button to submit the request.

Confirm request to amend

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

Entered the wrong date gift was made.

Description

Please change date from 17/07/2023 to 15/07/2023

Attachments

Choose files No file chosen

Once your request to amend is submitted there will be no option to cancel your request - you will have to contact ECQ to reject your request.

Request to amend

6. The return **Status** now displays as **Pending**. The return is temporarily removed from the public Gift Map and Reports page.

Recipient Submissions

View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE

Search

Complete Status: all

Source type: all

Max amount From To

Status	Date Gift Made	Type
PENDING	01-12-2019 By John Smith	Gift-In-Kind

Show 25 Apply

- You will receive an email once the amendment has been processed by ECQ.

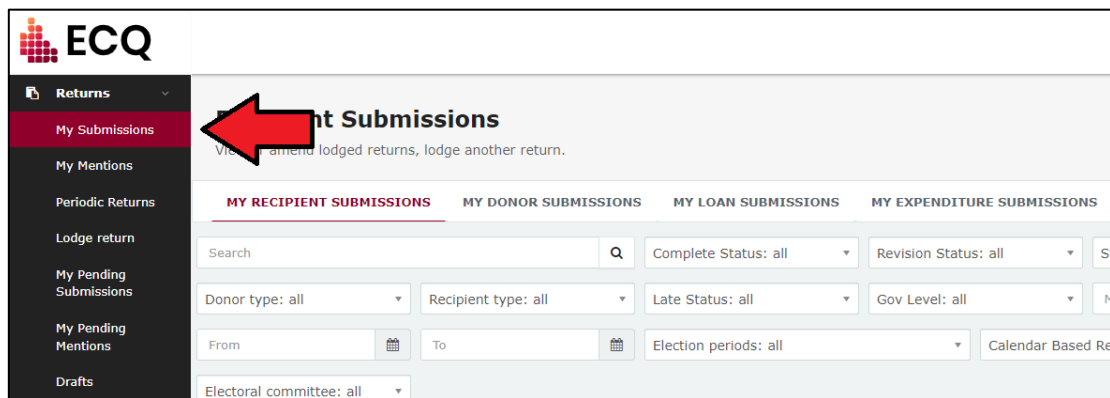
13. Mark a gift as returned in EDS

If you have lodged a return in EDS for a gift that has since been given back to the donor, you should mark the gift as returned.

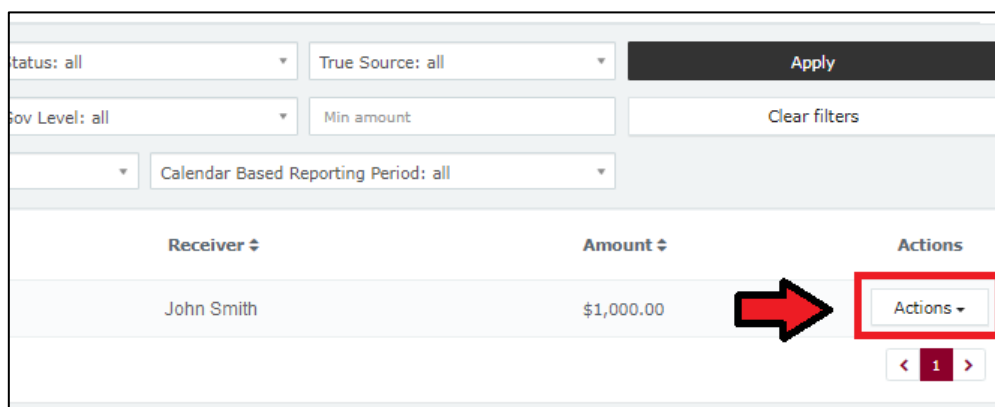
Note: Only the recipient of a gift can mark the gift as returned.

To mark a gift as returned in EDS, please use the following instructions.

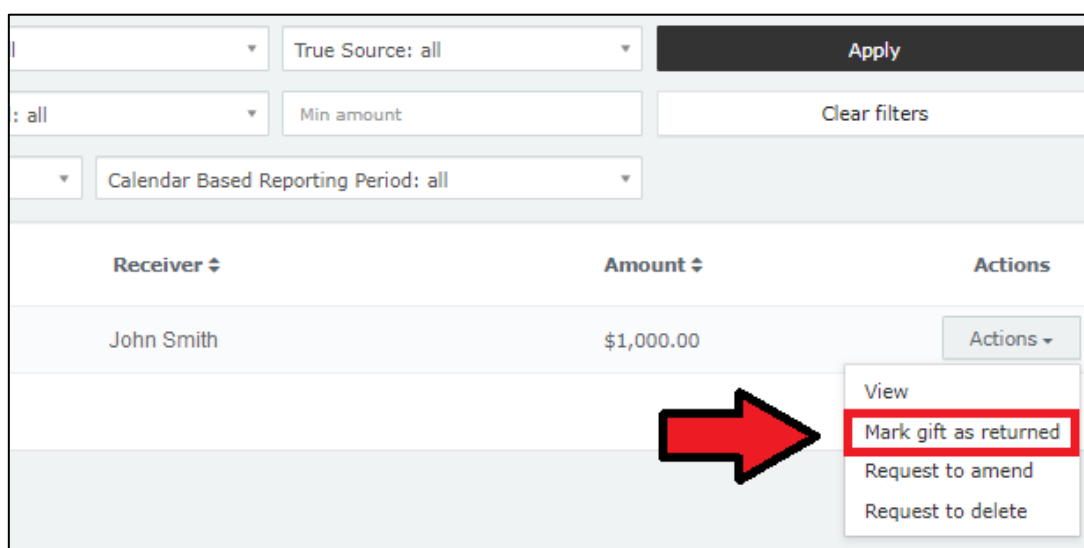
1. Select **My Submissions** on the side menu.



- If required, click the **My Recipient Submissions** tab to display existing returns for gifts you have received.
2. Find the return for the gift you wish to mark as returned, then click the **Actions** dropdown.

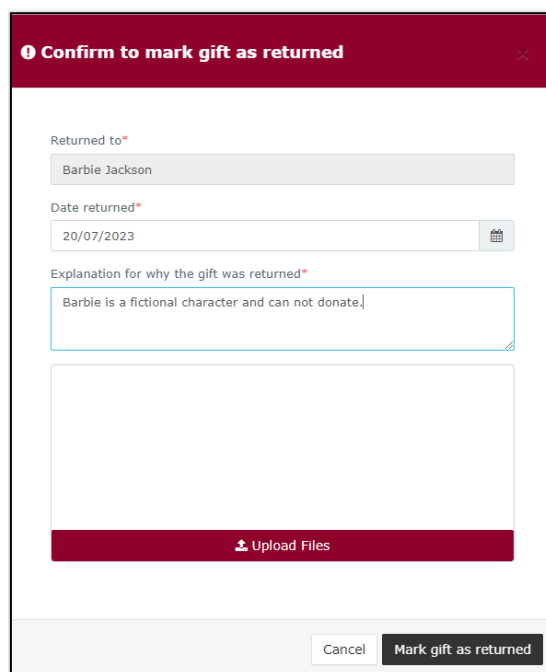


3. Select **Mark gift as returned**.



The screenshot shows a web interface for managing gifts. At the top, there are filter controls: a dropdown menu, a 'True Source: all' dropdown, an 'Apply' button, a ': all' dropdown, a 'Min amount' input field, and a 'Clear filters' button. Below these is a 'Calendar Based Reporting Period: all' dropdown. The main area is a table with columns: 'Receiver', 'Amount', and 'Actions'. The first row shows 'John Smith' as the receiver and '\$1,000.00' as the amount. An 'Actions' dropdown menu is open for this row, showing options: 'View', 'Mark gift as returned' (highlighted with a red box and a red arrow), 'Request to amend', and 'Request to delete'.

4. In the pop-up box, enter the **Date returned** and an **Explanation for why the gift was returned** for your returned gift.

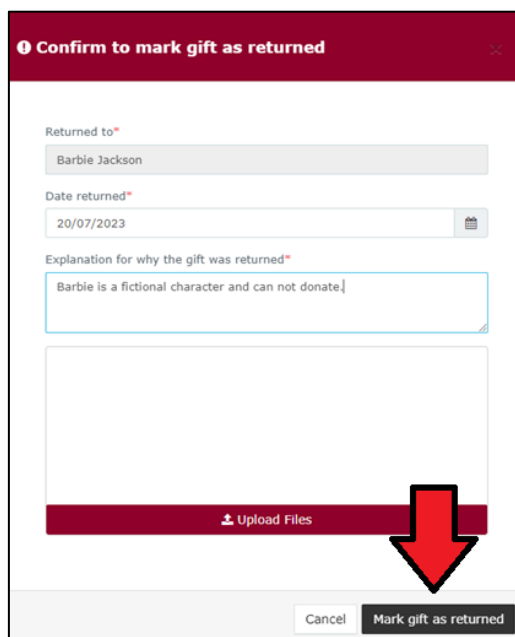


The screenshot shows a pop-up window titled 'Confirm to mark gift as returned'. It contains the following fields and buttons:

- 'Returned to*': A text input field containing 'Barbie Jackson'.
- 'Date returned*': A date input field containing '20/07/2023' with a calendar icon.
- 'Explanation for why the gift was returned*': A text area containing 'Barbie is a fictional character and can not donate.'.
- 'Upload Files': A button with an upload icon.
- 'Cancel': A button at the bottom right.
- 'Mark gift as returned': A button at the bottom right.

- Files to support returned gifts can also be attached by selecting **Upload Files** and uploading from your computer.

5. Click **Mark gift as returned**.



Confirm to mark gift as returned

Returned to*
Barbie Jackson

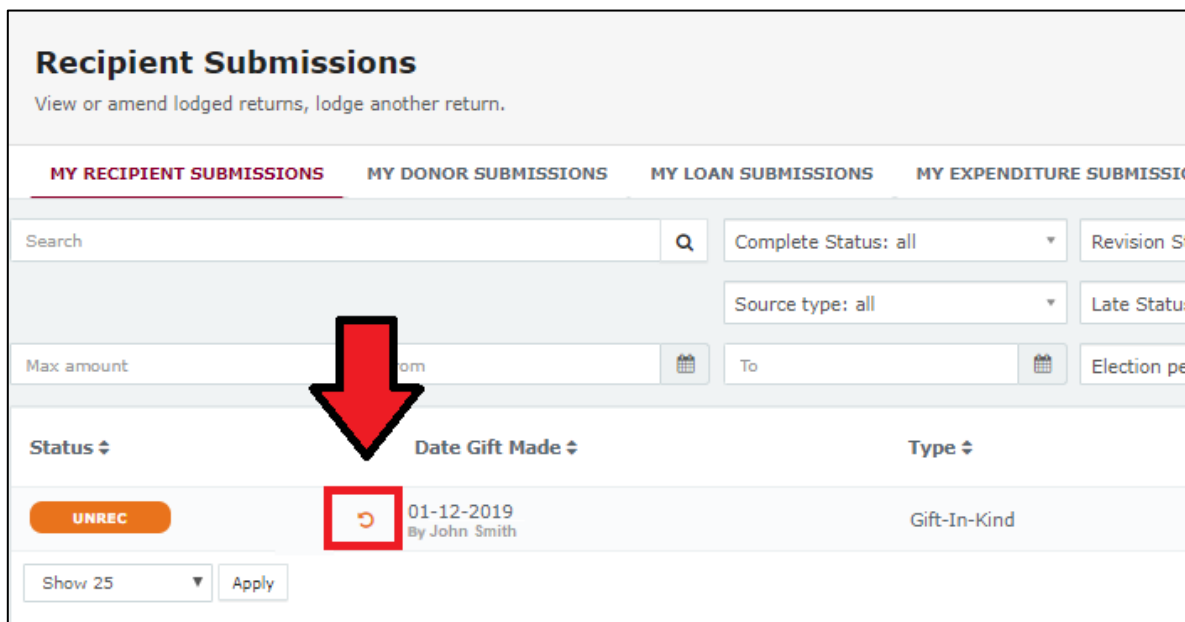
Date returned*
20/07/2023

Explanation for why the gift was returned*
Barbie is a fictional character and can not donate.

Upload Files

Cancel Mark gift as returned

6. A returned symbol (↺) will display next to the return to indicate its status. This symbol will also display on the public Gift Map and Reports page.



Recipient Submissions
View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

Search Complete Status: all Revision Status

Source type: all Late Status

Max amount To Election period

Status Date Gift Made Type

UNREC ↺ 01-12-2019 By John Smith Gift-In-Kind

Show 25 Apply

- You and the donor of the gift (if they are registered in EDS) will receive an email confirming the gift has been marked as returned.

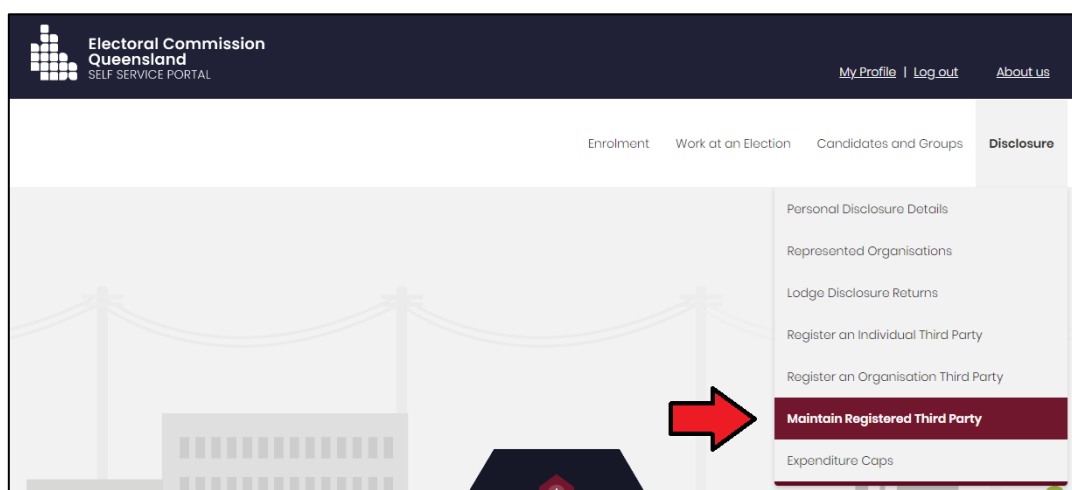
14. Deregistering a third party

The agent of a registered third party may request for the ECQ to deregister the third party for an election.

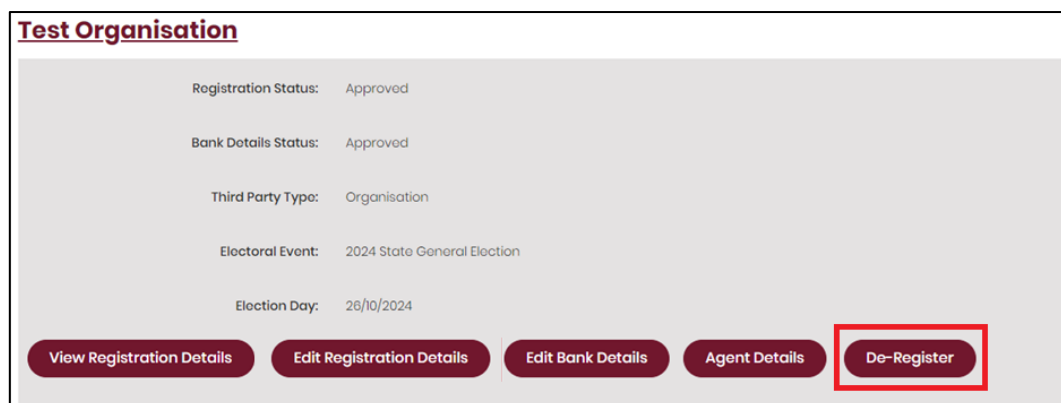
Note: The ECQ will only deregister a registered third party if it is satisfied the third party's obligations for the election have been fulfilled.

To request to deregister a third party, please use the following instructions.

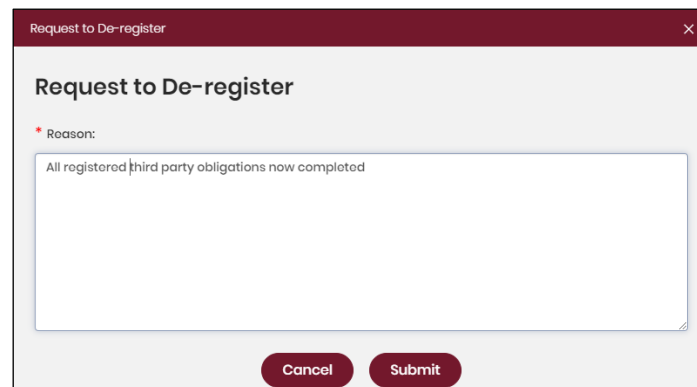
1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Select **De-Register** under the third party's name



3. In the pop-up box, enter a reason for your request to deregister the third party.
Then click **Submit**.



The screenshot shows a pop-up window titled "Request to De-register" with a close button (X) in the top right corner. The main heading inside the window is "Request to De-register". Below this, there is a label "* Reason:" followed by a text input field. The text "All registered third party obligations now completed" is entered into the field. At the bottom of the window, there are two buttons: "Cancel" and "Submit".

4. The ECQ will email you to confirm the deregistration of your third party.